

Minutes of the meeting / AGM held on Monday 7th November 2022

Attendees

Name	Susan Pallet	Kirsty Richardson	Amberley Diamond	Joanna Hart	Luci D-P	Gavin Wood	Nigel Hawkey	Jo Walshe
	SP	KR	AD	JH	LDP	GW	NH	JW
Role				PC	Bookings	Chair	PC	Treasurer
Present?	Yes	NO	YES	NO	NO	YES	YES	YES

Held by Zoom

2022 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--	07	07	04	09	06	04	--	05	03	07	05

Approval of previous minutes

Previous minutes of 3rd October 2022 approved.

Health and Safety Issues

Play Equipment

As reported previously:

Majority of risks raised are low/medium. The most significant items are: Basketball backboard missing lettering and the basket swing attachment point; Cableway traveller was noted as a potential high risk, albeit due to not being able to inspect it correctly.

Any actionable items will be included on the next work day. Noted that (instead of RoSPA) Fawns could do the inspection to satisfy RoSPA's queries for £1,800 plus vat, but then any additional parts would need to be paid for and would not include any further guarantees.

Action : KR

Financial Matters

Current balance is £7,101.90 (£7,344.12) on 31st October 2022.
Including payments:

Payments out:

- Jeremy Imbush work and materials, September: £438.91
- Astonbury Donation to Brain Tumour Charity: £500.00
- Grundon bins: £31.82
- Gas: £174.72
- Laura Haigh, TENs for Bonfire: £21.00
- Castle Water: £42.43

Payments in:

- Safari Supper: £501.66
- Safari Supper payment: £40.00

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- ACC hire: £425.00

Payments pending:

- Amberley Diamond, new stock for first aid box: £19.95
- Jeremy Imbush – maintenance jobs and materials: £295.18

These were approved in principle

Meter Readings 20/10/2022: GAS: 15233 (15191) Electricity: 69345 (69158)

These readings have been submitted.

Cost of using roller to be discussed with Cricket Club

Action : GW

Energy costs : following the securing of quotes have a comparison site, we have now changed supplier for both gas and electricity to British Gas Lite.

	For comparison				Out of interest	
	Current 1 year fixed rate tariff British Gas Lite		Current Variable Business rate SSE		Previous SSE tariff in normal times	
	Daily standing charge	p/kWh	Daily s c	p/kWh	s c	p/kWh
Gas	45p	28.65	100p/day	24.44	54p	2.103p
Electric	40p	81.23	123.31p/day	84.79	32p	15.34p

On advice from the comparison company we have also changed water company to Everflow. Although the trade price for water and services is standard across companies, the standing charge is less.

Donation paid to Brain Tumour charity. Izzy Tyers sends her thanks

The other payment will be made to (Air Ambulance) Alan Dodd's family's preferred memorial charity).

Action : JW

Refurbishment costs; quotes for a variety of works including flooring and decorating have been secured for but very expensive (up to c£10k).

Wall decorations are considered to be immediate priority and a further quote is being obtained by AD to ensure that three quotes available to consider best value.

AD to provide a summary table of quotes received (three will be required) with recommendation for appointment to be considered by the PC.

The committee decided to prioritise the decoration over the flooring in 2023/24. A further quote will be obtained for completeness.

Action : AD

Administrative Matters

Monthly playground checks

- RoSPA inspection has been received. Actions to be addressed as set out (see above).
- Public facing sign : JI in possession and needs to be put in position. All agreed to do this in the most cost effective way possible (on the post it came with or attached to fencing). Tom Coates is happy to help with this.

ACTION : KR to follow up with JI

Table tennis table base : Three quotes are required, and we can then decide whether £3k is an appropriate sum.

ACTION: LD-P

Boules

Refurbishment of this is clearly needed.

ACTION: LD-P

Reports from Clubs and other Rec Ground Users

None

Fundraising and Social

Bonfire Night

This was a great success. Sincere thanks to the many volunteer helpers, too numerous to mention individually, but particular thanks are due to Richard Cox for organising the display and Jane Imbush for managing the car park.

Points discussed: Perhaps there should be less hay next year, as it was slippery in places? Perhaps we should buy mats for the car park (rather than hiring them – see below) and some could also be used for the pavilion? Card readers were much slower for some reason. Perhaps another reason for wi-fi?

AD will prepare a full debrief, with finance details.

Action : AD

Maintenance

Two quotes received for repair and redecoration of the pavilion including barge boards/soffits, replacement of box ends, clearing out the guttering and replacing the “hedgehogs” and removing moss.

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GW to discuss with KH:

1. Best and final prices from potential suppliers
2. Their availability

Ideally these revised quotes and timetable would be received in time for December's ARC meeting where a decision can be made to proceed with the works

Action : GW

Tree survey - trees encroaching on Rec, could do with a trim. Can JH find existing tree survey?

ACTION : JH

Jl's latest list has been provided to KR, and discussed in summary.

All white woodwork will need treating, professional quotes to be provided. Need to wait until after the winter, but it will be expensive.

Gutters need urgent cleaning. Metal junctions to dormer also need repointing, and fitting of steel plates to balustrades.

Main pillars and cross beams will also need replacing.

Jeremy Imbush has mended the playground picket fence mended and partially repaired the gate.

Development plans

Nothing to report in addition to the above

Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

Any Other Business

Equipment Storage

Given the problems of getting equipment (trestle tables etc) into the pavilion roof void, it was agreed that providing a separate storage facility should be examined. The best place appears to be the area behind the garage. Options have been researched by Jeremy Imbush, including shipping containers. However, the general consensus was that a wooden container would be more appropriate. (c£850). Ask JI to secure three quotes for this. Also need to add cost of base though.

Action : AD

Protective mats

Suggested buying second hand. We would need 8 for the bar (£640+vat) and 10 for the car park (£800 +vat). Advantage of buying them rather than renting? For the car park alone, we'd get our money back (from hiring) in 5 years. Whilst there is no rush, it should be done before the next bonfire

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night. In any event, we would only do this after the new storage (discussed above) has been provided.

Action : AD

Miscellaneous items

Need a new laminator (c£40?). Approved

Can induction cooker hob be replaced as it is very slow?

Bin collection to be changed from 4 to 6 weeks.

Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Fire extinguisher check		
February	Playground checks	Meter Readings	
March	Playground checks (inc. ROSPA checklist)	Ensure payments up to date Final VAT return before mid-March Visual Inspection of Pavilion and facilities in recreation ground.	Spring Work Day
April	Playground checks	Prepare FY accounts Weed & feed grass Review Gas & Electricity contracts (expire end Aug 2022) PAT Testing	
May	Playground checks	Internal Audit (Steve Morant) Meter Readings	
June	Playground checks (inc. ROSPA checklist)	AGM	Astonbury
July	Playground checks RoSPA playground check	Review recreation ground risk assessment.	
August	Playground checks	Meter Readings Boiler Service	
September	Playground checks (inc. ROSPA checklist)	Prepare budget for next year	Autumn Work Day
October	Arrange & carry out PAT test by 14th October Playground checks	Present budget to PC	Safari Supper
November	Playground checks Boiler Service	Meter Readings	Bonfire Night
December	Playground checks (inc. ROSPA checklist)	Fire Extinguisher checks	