

Minutes of the meeting / AGM held on Tuesday 3rd October 2023

Attendees

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

Held at the Rec

2023 Meeting Schedule

| | | | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 30 | -- | 06 | 03 | 02 | 05 | 10 | -- | 04 | 02 | 06 | 04 |

Approval of previous minutes

Previous minutes of 4th September 2023 approved.

Health and Safety Issues

Play Equipment

The ROSPA report was reviewed in detail. No major items were identified that required immediate attention and certain smaller jobs will be added to the Spring Work Day.

Action : BP

Financial Matters

Current balance is £663.06 (£4,051.12) on 30th September 2023.

Including:

Payments out:

- Richard Cox – fireworks: £3,296.75
- Amanda Porter – September cleaning: £45.00
- Grundon bins: £14.00
- British Gas Lite, electricity to 9th September: £204.04
- Moorhouse heating – boiler servicing: £480.00
- Playsafety – ROSPA safety check: £426.27 (meter read submitted with extra Summer use)

Payments in:

- Acton/Bere hire: £140.00
- PC –Tree Survey & PAT testing: £1,070.00

Payments pending

None

Astons' Recreation Committee

Meter Readings 08/09/23: GAS: 75580 (75578) Electricity: 01008 (00778)

These readings were taken smartly by British Gas and confirmed onsite.

Discussion

Despite the PC paying certain expenses which had been incurred earlier in the year it noted that the current balance was now very low as the fireworks have been paid for and we are awaiting the income for this event and the generous gift from the Safari Supper.

The ARC discussed likely timings of cash flows and believe that with rapid re-imbursement by the PC of the recent ROSPA invoice (JW to forward) we can maintain a positive cash balance before the Bonfire Night proceeds are received.

We then reviewed the draft 2024 budget. Despite the increased income we expect from holding Astonbury in 2024 there is significant tree surgery work required to maintain the Recreation ground in a safe condition and we anticipate that we will be in deficit next year. ARC agreed that GW would write to the PC to request a grant to cover the tree surgery (anticipated at ~£3,000 + VAT).

ARC agreed that we would make a request to the PC for

Action : GW/JW

Possible CIL monies for ARC

At the previous ARC various potential projects for the village utilising CIL from the Sweetcroft development were discussed at the last PC meeting on 19th July 2023, and ARC's wish list was presented to the PC as part of this. It was noted from the minutes of the PC meeting that Jane Imbush agreed to confirm to ARC what type of infrastructure projects are eligible for CIL, and we look forward to a dialogue with the PC concerning this.

ARC has not hear back from the PC yet on which potential projects will be funded and ARC agreed that GW would write to the PC to request an update.

Action : GW

WiFi for the Pavilion

LD-P and SP have been researching this.

LD-P reported that the dongle option appears to be around £90 pa whichever provider is used.

ARC agreed that we should buy a dongle for a period of one year and assess its usefulness

Action : LD-P

Administrative Matters

Reports from Clubs and other Rec Ground Users

Blewbury Amazon girls football hire

Hire form now received – awaiting the deposit payment. JW to chase

Action : JW

Astons' Recreation Committee

Review of hiring T&C's

A few amends are required. LD-P to track changes a version or highlight where changes are needed.

Action : LD-P

Fundraising and Social

Bonfire night

4th November 2023 – Bonfire Committee has been established under AD's leadership and actively planning the event including completing the necessary risk assessments and TENS application.

Safari Supper

7th October 2023 - organisation going well. 80+ guests now registered. Puddings to be held at the Machins.

Maintenance

Roof to covered outdoor sitting area: may need re-felting. Ben to secure two quotes.

Action: BP

Development plans

No discussion

Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

Any Other Business

The date for Astonbury has been set for 15th June 2024 – volunteers to assist are most welcome.

Jobs Calendar

| Month | Health & Safety | Process | Social |
|----------|--|---|--|
| January | Playground checks Fire extinguisher check | Meter Readings | |
| 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. Meter Readings | Spring Work Day (confirmed for April 22 nd) |
| April | Playground checks | Prepare FY accounts | |

Astons' Recreation Committee

| | | | |
|-----------|---|--|-----------------|
| | | Weed & feed grass PAT Testing Meter Readings | |
| May | Playground checks | Internal Audit (Steve Morant) Meter Readings | |
| June | Playground checks (inc. ROSPA checklist) | AGM Meter Readings | Astonbury |
| July | Playground checks RoSPA playground check | Review recreation ground risk assessment. Meter Readings | |
| August | Playground checks | Meter Readings | |
| September | Playground checks (inc. ROSPA checklist) | Prepare budget for next year Boiler Service Meter Readings Review Gas & Electricity contracts (expire end October 2023) | Autumn Work Day |
| October | Arrange & carry out PAT test by 14th October Playground checks | Present budget to PC Meter Readings | Safari Supper |
| November | Playground checks Boiler Service | Meter Readings | Bonfire Night |
| December | Playground checks (inc. ROSPA checklist) | Fire Extinguisher checks Meter Readings | |