

Minutes of the meeting / AGM held on Monday 9th May 2022

Attendees

Name	Kirsty Richardson	Amberley Diamond	Joanna Hart	Luci D-P	Gavin Wood	Nigel Hawkey	Jo Walshe
	KR	AD	JH	LDP	GW	NH	JW
Role			PC	Bookings	secretary	PC	Treasurer
Present ?	YES	YES	YES	YES	YES	YES	YES

This was a virtual meeting held on 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 4th April 2022: Outstanding items to be picked up:

- Monthly playground checks: KR to do in the next two weeks, send direct to PC clerk **ACTION : KR**
- Cricket: boundary fencing no longer being progressed. Rent increase : agreed to £425 **ACTION : GW**
- Marquee : Funding approved by PC so now needs to be progressed with JI (arriving on 14th May) **ACTION : AD**
- Signage : Add a recruitment poster to the signage board. / Public facing sign : JI in possession. KR to liaise with him re exact position. **ACTION : KR**
- Flooring : Three quotes sought for wood / laminate and vinyl options (based on 45 sq. m., excluding kitchen). Non-slip hard wearing & easy to clean. Decision to hopefully be made next time **ACTION : LD-P**
- Loan of benches from the pub for the Rec: They are now at the Rec – by the Pavilion. Further investigation needed. **ACTION : AD**
- Card Readers: Laura Haigh and Amberley tested at Rec works well. Would ideally like five for Astonbury. APAC will contribute two. Therefore ARC buys three (all five could possibly be used for other village events – eg Art Week). £94.80 each (incl. VAT). **ACTION : AD**
- Other matters:

Grass weed and feed: Tom and JI have reviewed; the treatment is not needed this year. Will review again next year and see if needed.

Table tennis (concrete base, from Decathlon c£850) : put next to the playground. PC help will be sought at next meeting (16/5) **ACTION : LD-P**

Boules Pitch : Timber needs replacing but surface seems fine. Quotation to be sought.
ACTION : LD-P

Health and Safety Issues

No issues arising.

AGM

Chairman's Report

Agreed. Many thanks to GW for preparing.

Presentation and adoption of accounts (JW)

Income of £9,124.71 / Expenditure of £8,430.01

Fixed assets : new goal nets, fire extinguisher / signage board / boiler

Reviewed in detail by the Committee : many thanks to Jo for preparing. Awaiting Steve Morant Internal Audit review.

JW to discuss excessive use of freezer with JI. **Action JW**

Appointment of Officers

GW : Chair

Secretary : to be advertised

Treasurer : JW

Health and Safety : KR

Minister without Portfolio : AD

Bookings: LD-P

NH/ JH : PC reps.

Terms of Reference : happy that we should sign. **ACTION : GW**

Financial Matters

Current balance is £10,284.10 (£8,878.22) on 30th April 2022.

Including payments:

Payments out:

- House of Flags – sign for front gate: £254.83
- Grundon bins: £31.51
- Gas: £57.13
- Castle Water: £58.25

Payments in:

- Astons PC VAT reclaim: £1,757.60
- MF Marital Arts (Peter Lancaster): £50

Payments pending:

Mike Chitty, repairs to heating thermostats - £144.00

Items for approval:

The Lightyears (Astonbury) deposit: £500

Sumup Card readers: £94.80

Meter Readings 25/04/2022: GAS: 14961 (14862) Electricity: 67529 (67238)

These readings have been submitted

Administrative Matters

Nothing to report in addition to the above

Reports from Clubs and other Rec Ground Users

Nothing to report in addition to the above

Fundraising and Social

Astonbury

Planning for Astonbury continues to be underway and a separate organising committee is meeting monthly. Donations have been an issue.

Lightyears are now the headline act. Latest financial updates circulated. 175 tickets sold to date. Savings have been achieved in some areas: staging cost has been reduced; less glamorous loos.

Projected outgoings £7k, without sale or return alcohol. Posters will be going up the village shortly (JP Knight sponsoring)

Parking is a key issue : Possibly need to open up the Manor Field as well as overflow? No overnight parking to be allowed. Drivers need to be informed. **ACTION: NH and GW to liaise on the plan.**

Our continuing thanks to Amberley and the rest of the Astonbury committee who are driving this event forward and will be pleased to welcome further volunteers as the event gets closer.

Maintenance

PAT Testing

KR to liaise with Mike Chitty : **Action : KR**

Bin emptying

May need to increase collection frequency over the summer, given cricket and Astonbury.
Keep under review

Development plans

Nothing to report in addition to the above

Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed – it was noted that some of the tasks are now undertaken at different times from stated.

Any Other Business

The Committee would welcome new members – please approach any member of the committee if interested.

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	Present budget to PC	Safari Supper

	Playground checks		
November	Playground checks Boiler Service	Meter Readings	Bonfire Night
December	Playground checks (inc. ROSPA checklist)	Fire Extinguisher checks	