

Minutes of the meeting held on Monday 7th February 2022

Attendees

Name	Naomi Williams	Kirsty Richardson	Amberley Diamond	Joanna Hart	Luci D-P	Gavin Wood	Nigel Hawkey	Jo Walshe
	NW	KR	AD	JH	LDP	GW	NH	JW
Role				PC	Bookings	secretary	PC	Treasurer
Present?	NO	YES	YES	YES	YES	NO	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 6th December 2021 agreed.

Health and Safety Issues

No issues arising.

Monthly Playground checks are continuing to be done by Kirsty with Luci's help.

KR to update this week.

ACTION: KR / LD-P

Fire extinguisher checks done in January, and one to be added for the attic.

ACTION: KR to liaise with Jeremy Imbush

Pop-up pub

Could ask for cash donations once the arrangement finishes. Landlord guidelines and risk assessment prepared by Adam Griffiths. Gavin to send on to the PC.

ACTION: JH / NH to report (via GW) to PC

Financial Matters

Current balance is £9,169.62 (£6,114.66) on 30th January 2022.

Including payments:

Payments out:

☒ KWC Heating Services, boiler replacement: £2,616.00

☒ Grundon bins: £75.98

- ☐ Castle Water: £10.00
- ☐ Gas: £146.35
- ☐ Red Box fire extinguisher service: £102.30

Payments in:

- ☐ SODC grant towards boiler: £1,500.00
- ☐ Bonfire money: £3,369.59
- ☐ Hire: £20.00
- ☐ PC contribution towards boiler replacement: £1,116.00

Items for approval:

- ☐ Mike Chitty, repairs to heating thermostats - £144.00
- ☐ Jeremy Imbush requests around £90 and around £40 for bonfire site.

Meter Readings 24/01/2022: GAS: 14635 (14213) Electricity: 66738(66123).
These readings have been submitted.

VAT reclaim? JW to pursue.

ACTION: JW

Administrative Matters

JW will remove BP as a signatory of the ARC bank account as he has stepped down from the ARC and LD-P kindly agreed to be added as a signatory.

ACTION: JW / JH

Reports from Clubs and other Rec Ground Users

Cricket Club Requests

Provision of Trophy Cabinet: Questions to be resolved: where would it be located? Is it moveable? Possibly a corner cabinet? Who pays? Clarity required from Cricket Club.

Provision of Chicken Wire around certain parts of the Boundary: Where precisely ? please provide a clear plan. Effect on wildlife? Who pays how installed?

ACTION : GW to please clarify with cricket club

Fundraising and Social

Bonfire Night

The Bonfire & Fireworks Night 2021 raised £4,841 (+83% on 2019, +28% on 2018) driven by high attendance translating into Entrance fees of £3,080 (+63% on 2019) and Bar £1,843 (+75%). The donations ahead of the event were down 17% at £1,500 (range over preceding years £1,100-£1,800). This year a new card payment system was trialled, which was easy to use and possibly helped to increase takings. The only issue was it was not possible to split the card payments exactly by area, so these are estimated based on amounts paid.

Total income into the bank account was £8,881 with costs of £4,644, including fireworks of £2,900 including VAT. There is a VAT reclaim for £604 to be made. Overall, a very successful evening, that brought this highly treasured village social event back. Thanks are extended to all of the many people that are involved in the Bonfire, Bar, BBQ, fencing, gate, etc. With particular thanks to Amberley Diamond for leading the charge and Richard Cox for the fantastic fireworks display.

Further annual comparisons are available if needed.

Astonbury

AD early planning for Astonbury continues to be underway and a separate organising committee is now meeting monthly – further volunteers are welcome. The date of 11th June 2022 is confirmed.

AD has circulated action minutes of these meetings, which were discussed. Charlotte Wigge is preparing the Risk Assessment.

ACTION: AD to circulate Risk Assessment

Clarity needed as to quantum of maximum up-front loss.

ACTION: AD to clarify

Other matters discussed:

Possibility of one of the local estate agents sponsoring a marquee.

Potentially raise the entrance fee?

Maintenance

Central Heating

New boiler now successfully installed

Signage

Notice Board for pavilion has arrived and need to be put up by Jeremy Imbush

External sign in field: details circulated by KR. Some minor changes agreed. KR to issue revised proof.

ACTION: KR

Internal Decorating

KR liaising with LD-P, Annika Carter to provide colour inspiration. Tongue and groove being investigated or maybe embossed wallpaper? Also laminate flooring.

AD, KR and Annika to progress. Eventually secure quotes from a local supplier.

ACTION: KR/AD

Discussion also about possible display of art or photos by local artists. Also need to install an easy way of hanging pictures etc without damaging the wall. KR to also request a quote for this

ACTION: KR

Pavilion Balustrades

Jeremy Imbush's work to stain the balustrades is now on hold for winter. The Committee acknowledge the good progress to date.

Pavilion Uprights/Steps

Tom Coates aiming to finish by end Feb.

ACTION: KR

Wi-Fi for the Pavilion

No conclusion drawn from the last email trail in December. Possibly link this into the full fibre initiative. To discuss in further detail at next meeting.

Development plans

There are no development plans currently being pursued.

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.

ACTION: JW to review the Jobs Calendar and update.

Any Other Business

Mowing of grass, clarity required on rolling and germinating.

Garage access: leave a spare key in the plant room for emergency access as needed. Check with Gavin how many spare keys there are.

ACTION: GW

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)	
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	
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)		