# Minutes of the meeting held on Monday 2nd June 2025

# Attendees

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Susan Pallet | Ben Prior  | Amberley Diamond | Joanna Hart | Gavin Wood | Liz Pattison | Jo Walshe |
|  | SP | BP | AD | JH | GW | LP | JW |
| Role |  |  |  | PC | Chair | Bookings | Treasurer |
| Present? | NO | NO | YES | YES | NO | YES | YES |

Held in person at the Rec

# 2025 Meeting Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| - | 03 | 03 | 07 | 12 | 02 | 07 | -- | 01 | 06 | 03 | 01 |

Previous minutes of 12th May 2025 were approved.

Terms of reference were signed **(GW/SP/BP to sign in due course)**

# Health and Safety Issues

BP has instructed Fawns to fix swing and zip wire following PC approval for funding. ARC thanks the PC for the £2,500. ARC also thanks the PC for the £1,000 grant to cover running costs including playground.

Jeremy has fixed spring adjustment on playground gate & the 2 loose flagstones on the disabled ramp into the Pavilion.

# Financial Matters

**Current balance** is £18,585.43 (£16,137.17) on 31st May 2025

Including:

Payments out:

* Bank service charge: £4.25
* Grundon bins: £38.03
* Jo Walshe reimbursed for paper towels & soap: £65.05
* British Gas, gas to 8th May: £21.75
* British Gas, electricity to 8th May*:* £62.66

Payments in:

* Hire, Sawyer Stephen scouts: £40.00
* Astons PC grant for necessary safety works etc in the playground: £2,500.00
* Hire + deposit Gabriel Antonie: £100.00

Payments pending

* VAT total was been submitted to the PC, awaiting reclaim: £3,299.85

Meter Readings 08/05/2025: GAS: 76767 (76754)Electricity: 5151 (4970)

These readings were taken by smart meter and confirmed onsite.

Hire and Rec Use - June Bookings:

* ACC: 1st  / 8th / 13th / 27th
* Pete Way cricket: 19/ 20 June
* 4th Rounders – Diamond
* 5th Reading Cubs event

# Fundraising and Social

Ladies summer supper – 6th June (30 people confirmed so far)

Safari Supper - 11th October confirmed

Now Boules Day is confirmed for 6th September, ARC will not proceed with ‘Party in the PARC’

Bonfire Night – Saturday 8th November is confirmed.

Budget for fireworks (to be approved by PC) is £3,000 excluding VAT

Once again noting that this is Richard Cox’s final year in charge of fireworks. Unless a replacement is found rapidly, we will not hold Bonfire night next year. It is anticipated that the rest of the fantastic bonfire team will contribute as in previous years.

# Maintenance

Still seeking quotes on tree surgeon to complete the work that was started by Arbocare. **Action : JH / BP**

**Action : BP to ask Tom Cottrell or another tree surgeon for a quote for the remaining work (**[**www.tomcottrelllandscapes.com/tree-surgery.html**](http://www.tomcottrelllandscapes.com/tree-surgery.html) **or in the VN** [**www.firstclasstreesurgeons.co.uk**](http://www.firstclasstreesurgeons.co.uk)

Shutters to garage side door and main entrance to the pavilion increasingly difficult to use; consider replacing. Continually being fixed (£500) but problem keeps re-emerging. Agree we should probably progress the idea of a replacement (circa £2000) but get another two quotes. **BP to action**

Wood rot – present in the barge board on the left side of the Downs end gable-end, and has deteriorated further. Barge boards on the right hand side of the veranda gable-end from the front) are also rotten. If not treated it will eventually spread along the boards, and make it too difficult to repair for one person. The rot really needs to be addressed this spring/summer. **Action – BP secure quotes**

Central heating timer control is broken, and is not repairable; it needs a new unit. JW has got a quote and will action as it is below £300 to replace broken light as well.

Main gate to the rec is broken. JI to fix steel plates, which should be good for another 12 months**. BP to discuss with JI.**

Wood bark – more is required, but not urgent. Maybe best for the autumn?

Agreed that it would be prudent to compile a list of key contractors – LP to pull together in discussion with JW Action – LP / JW

# Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

# Any Other Business

None

# 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 dateFinal VAT return before mid-MarchVisual Inspection of Pavilion and facilities in recreation ground.Meter Readings |  |
| April | Playground checks | Prepare FY accountsWeed & feed grassMeter Readings |  |
| May | Playground checks | Internal Audit Meter Readings |  |
| June | Playground checks (inc. ROSPA checklist) | AGMMeter Readings | Astonbury |
| July | Playground checksRoSPA playground checkArrange & carry out PAT test  | Review recreation ground risk assessment.Meter Readings |  |
| August | Playground checks | Meter Readings |  |
| September | Playground checks (inc. ROSPA checklist) | Prepare budget for next year Meter ReadingsReview Gas & Electricity contracts (expire end October 2026) | Autumn Work Day |
| October | Playground checks | Present budget to PCMeter Readings | Safari Supper |
| November | Playground checksBoiler Service | Meter Readings | Bonfire Night |
| December | Playground checks (inc. ROSPA checklist) | Fire Extinguisher checksMeter Readings |  |