

Astons' Recreation Committee

Minutes of meeting held at 19:30 on Monday 12th March 2018

1. Attendees

Name	Jolyon Tidmarsh	Bob Picken	Albie Welch	Seirian Sumner	Nigel Hawkey	Joanna Hart	Clare Williams	Susan Pallett
	JT	BP	AW	SS	NH	JH	CW	SP
Role	Committee Chair	Committee	Committee	Committee	Committee PC	PC	Supporter Bookings	Supporter
Present?	YES	YES			YES			

2. 2018 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	5th	12th	16th	7th	4th	2nd	none	3rd	1st	5th	3rd

3. Minutes of last meeting

The minutes of the meeting held on Monday 5th Feb were agreed.

4. Matters Arising

a. JT reported some progress on the dog poo and toy box signs. We have several sets of artwork but need to get them printed onto 3mm plastic. These will cost about £30 each and JT will spend no more than £100 on buying some. Action: Jolyon

b. CW to report back on ideas for organising booking OPEN.

c. Jeremy Imbush has decided to resign from ARC after 15 years of long, dedicated service. We thank him very much for his sustained and significant contributions.

d. We need to recruit some more active members for ARC. Action: Volunteer to run recruitment drive. Jolyon to do "Your Rec needs you" poster along with the other posters.

5. Health & Safety Issues

a. The balustrades on the pavilion have become loose and need to be replaced. JI has investigated to see if covered by the builders' guarantee but it isn't. The next action is to get quotes. We should find a jobbing builder/handyman to fix things like this. Nigel Recommends Michael Talbot, Harwell, Action: Jolyon

b. Keys and Insurance. Zurich insist that we can't keep keys on site: "the reply was no to a locked cabinet, and all keys had to be off site. This means that each bunch of keys will have 11 on it – every external door is an emergency exit. We need six full sets: Chairman, Vice-chair, Maintenance, Bookings Secretary, Hirer and cricket club. I estimate that we need about 50 extra keys to make up the sets. That will cost about £250. Security shutter keys are £7.00 each. Ridiculous!". It was agreed to investigate cost of replacing lock barrels to minimise the number of keys. Action: Jolyon

c. Signage. Rec users Need to know that they are in the right place, how to contact ARC, how to make bookings and what the use rules are so that we can encourage greater use and respect for the facilities. This will be mounted on the gate to the car park. Lettering big enough to be easily read from a car driving past and smaller version on the Lollington entrance. There is concern that just putting 'welcome to the Astons rec' will encourage outsiders to use it. People think it is council owned and so abuse the rules - In the summer four families ignored the no dogs sign on the kids' gate. The sign should have something to make people think:

'Welcome to the Astons Recreation Ground.

To use these facilities contact 'bookings@gmail.com'

Susan Pallett is the person to ask about sign material and producers. Action: Volunteer needed to make this happen.

d. Tree Survey. The parish council have agreed to pay for half of the amount (it was £600), since it is important that this is actioned as soon as possible. Action: Jeremy to liaise with Jamie Turner, the tree surgeon.

6. Financial Matters

The account balance is £29,185.49 with no payments this month.

a. JH to invoice Parish council for the health and safety costs and half of the tree survey cost.

b. JH to prepare VAT reclaim invoice.

c. Meter Readings: GAS 010861[21] Electricity: 53001

d. Renewals are due 1 May 2018. Review is needed in March. Action: Jolyon

7. Administrative Matters

None

8. Reports from Clubs and other Rec Ground Users

Cricket club would like to create a memorabilia display in the pavillion. ARC is interested in having something wall mounted since it would look nice. It was felt that a free standing cabinet would take up precious floor space and may get damaged if moved for an event. ARC suggest that the cricket club look into options for consideration at future meeting. JT has exchanged emails with Dave Kilcoyne. Action: Jolyon to talk to cricket club.

9. Fundraising and Social

ARC is supportive of holding Astonbury again this year. Astonbury need to propose the amount of underwriting required from the parish council. OPEN

Preliminary date is now Saturday 16th June. A draft budget and plan [PRS, TEN, Risk assessment, Inform insurers] are needed for our next meeting. A committee is being formed. Albie advised by email that nothing of significance has happened yet and they have a meeting this week. Jeremy advises by email that we only have one fully functioning gazebo and astonbury usually need four, and bonfire night three.

Action: Astonbury to decide what they actually need, find a good quality solution and report.

10. Maintenance

Tractor Mower. The mower bit has been repaired by Oz Hotzdebar for free (many thanks Oz). Oz has kindly offered to help service the tractor with JI. OPEN.

Boules Pitch. The sleepers need replacing..... Action: Jolyon to discuss with Tom Coates.

Trees at rear of pavilion need clearing back.... Action: Jeremy to discuss with Tom Coates.

Two tracks of hardcore to the Richards' fence – the stones need picking out. Action: Jolyon to put on list for tidy-up day.

The Matt Shuttleworth room carpet needs to be professionally cleaned before the spring cricket season starts. It's a real mess now. A rug doctor would be £50 from Tesco. Carpets in hall need cleaning. Do after clear-up day. Action: volunteer

Spoil heap removal – this needs a lorry with a grab to be hired since there are big lumps of stuff that can't be manhandled. This can be done over the summer when the ground is hard, and we've collected more stuff from the cleanup day. Action: Jolyon get a quote from three licensed waste disposal companies.

Wheelie bin monitor. We need a new wheelie bin monitor to put the bins out on a Thursday morning and put back afterwards. Does anyone want to volunteer or persuade someone to do it? Action: Team.

Jeremy advises that Beer barrels and kit still need to be removed. Albie is this an action for you? Please advise.

Jeremy and a gang of helpers have cleared and reseeded the bonfire patch. Thank you all.

11. Development plans

Initial plans were presented by JT and SS. The plan is to go for a tennis court/ multi-use games area, bicycle pump track and replace swings and adventure trail in the toddler. Existing quotes for the games area were £70k to £90k, the pump track is estimated at £30k and so the whole project may cost up to £200k. Grant applications and planning permission are starting to be prepared on this basis.

JT and SS will present a report at the next meeting.

12. Monthly Tasks / Jobs Calendar

CW to continue playground checks – Seirian to check she's still ok to do these. STILL OPEN.

13. Any Other Business

1. Old footballs goals can be disposed of on the workday, and the new ones put up.
2. We will need to order bark chippings to top-up the swings in time for the tidy-up day. Action: Jolyon check with Joanna & Peter Butcher since they have ordered it previously.

14. Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Defibrilator check Boiler Service		
February	Playground checks Fire extinguisher check Defibrilator check	Meter Readings	
March	Playground checks Defibrilator check	Ensure payments up to date Final VAT return before mid-March Review Gas & Electricity contracts (expire end April)	Spring Work Day
April	Playground checks Defibrilator check	Prepare FY accounts Weed & feed grass Gas/Electricity contract renewal due	
May	Playground checks Defibrilator check	Internal Audit Meter Readings	
June	Playground checks Defibrilator check	AGM	Astonbury
July	Playground checks RoSPA playground check Defibrilator check		
August	Playground checks Defibrilator check	Meter Readings	
September	Playground checks Defibrilator check	Prepare budget for next year	Autumn Work Day
October	Arrange & carry out PAT test by 14 th October Playground checks Defibrilator check	Present budget to PC	Safari Supper
November	Playground checks Defibrilator check	Meter Readings	Bonfire Night
December	Playground checks Defibrillator checks		