

## **Astons' Recreation Committee**

### **Minutes of meeting held at 19:30 on Monday 4<sup>th</sup> December 2017**

#### **1. Apologies**

Susan Pallett, Seirian Sumner, Clare Williams (CW), John Smelt (JS), Jeremy Imbush (JI), Joanna Hart (JH)

#### **2. Present**

Nigel Hawkey (NH), Jolyon Tidmarsh (JT), Albie Welch (AW), Bob Picken (BP).

#### **3. Minutes of last meeting**

The minutes of the meeting held on 5<sup>th</sup> November 2017 were agreed.

#### **4. Matters Arising**

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 (the current ones are too flimsy) perhaps using Falcon signs in Grove. This may also be linked with CLP and parish council since this affects the whole village. If we are going to implement fines then a byelaw may be required: there is info on the SODC website. Action: JT Contact Louise Binder (done) but need to action the signs. OPEN.

CW to report back on ideas for organising booking OPEN.

Steve Falle has tendered his resignation from the committee. We would like to thank him for his hard work and contribution during his time.

Jolyon Tidmarsh has taken over as chair from Bob Picken. Proposed: B Picken, Seconded: A Welch.

#### **5. Health & Safety Issues**

The balustrades on the pavilion have become loose and need to be replaced. JI is investigating whether the work is still covered by the builders' guarantee. OPEN.

JI has bought a first aid kit that he will put on the wall. OPEN.

JI will get a large key store for the keys for the 3 exits, this is an insurance requirement. JI checking with Emma at Zurich to see what is really required. £60 to £70 expected cost. OPEN.

JI has investigated a sign for the gate and has been quoted £1,000 for a glass sign. JI to investigate a plastic version. We need to agree wording for the sign. JI to propose wording. Everyone to keep an eye out for suitable sign manufacturers (if you see a good sign, the manufacturer should be stated on the back of sign). OPEN.

Tree Survey. The tree survey has been received and things are generally good. There are several trees requiring attention in the next six months. Details of the survey were passed on to Jamie Turner. He has quoted £600 to deal. He comes highly recommended and has worked for South Stoke Parish council. We agreed

that we should proceed and request to proceed from the PC. Action: Nigel Hawkey.

## **6. Financial Matters**

The account balance is c. £29,000.

Signatories have been progressed: John Morgan is being removed and Nigel Hawkey has been added.

2 invoices to pay: PAT testing £108, rustic management £228 (playground mowing and branch trimming). Rustic will bill us quarterly in future. Not known what the status is.

Meter Readings: GAS 106540 Electricity: 52279

## **7. Administrative Matters**

Jancis Smith has offered to donate a commemorative bench. Jancis presented examples of the type of bench, made from Solid Oak, which were agreeable. We discussed installing in the corner by the zip wire facing towards the pavillion. Mount on concrete (if possible) to minimise maintenance (having to strim underneath and provides a plinth to secure it to.). Jancis is happy that we proceed to the same timeframe as the rec. development, and will provide images of the benches and preferred siting. We explained that that corner may have the pump track/cycle track in it. A very useful discussion was had.

## **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. Action: JT talk to Dave Kilcoyne. STILL OPEN.

## **9. Fundraising and Social**

Nothing to report.

## **10. Maintenance**

The digger used to build the bonfire has left tyre tracks on the wet ground. A proper roller is required to fix this. Action JI to organise rolling (ours is not man enough). OPEN.

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

## **11. Development plans**

JT and SS will present a report at the next meeting. Nothing to report this month.

## **12. Monthly Tasks / Jobs Calendar**

Defibrillator checks: Emily Richards will report to PC on a quarterly basis. However, it was agreed that we should do this as part of the meeting in the same

way that we check the electricity meters. Action: Jolyon to find out how we do it. - done. *JT discussed this with Emily after the meeting and felt that it was all well in hand and that we did not need to do as part of meeting, therefore no change required.*

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

### **13. Any Other Business**

Jeremy Imbush wrote to Bob Picken on 3<sup>rd</sup> December 2017 referring to the maintenance work that the committee authorised in the June 2017. In his letter Jeremy sets out the unexpected nature of the significant additional works required to fulfill the scope set by ARC. As a result of which he spent 27 hours of work and 17 hours of supervision for which he is now requesting payment.

The letter and request was discussed by those present. It was felt that given the nature of the work and the need to support Ollie Wigg whilst he was available that this represents fair value and the request for payment of £490 was approved. Action: JRI to submit an invoice.

### **14. Next Meeting**

The next meeting will be on Monday 8<sup>th</sup> January at the Pavilion at 7:30pm.

### **Jobs Calendar**

<b>Month</b>	<b>Health &amp; Safety</b>	<b>Process</b>	<b>Social</b>
January	Playground checks Defibrillator check		
February	Playground checks Fire extinguisher check Defibrillator check	Meter Readings	
March	Playground checks Defibrillator 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 Defibrillator check	Prepare FY accounts Weed & feed grass Gas/Electricity contract renewal due	
May	Playground checks Defibrillator check	Internal Audit Meter Readings	
June	Playground checks Defibrillator check	AGM	Astonbury
July	Playground checks RoSPA playground check Defibrillator check		
August	Playground checks Defibrillator check	Meter Readings	
September	Playground checks	Prepare budget for next	Autumn Work Day

	Defibrillator check	year	
October	Arrange & carry out PAT test by 14 <sup>th</sup> October Playground checks Defibrillator check	Present budget to PC	Safari Supper
November	Playground checks Boiler service Defibrillator check	Meter Readings	Bonfire Night
December	Playground checks Defibrillator check		