

## Astons' Recreation Committee

### Minutes of meeting held at 19.30 on Monday 3<sup>rd</sup> July 2017

#### **1. Apologies**

Clare Williams (CW), Susan Pallett (SP)

#### **2. Present**

Jeremy Imbush (JI), Joanna Hart (JH), Steve Falle (SF), Jennie Baker (JB), Bob Picken (BP), Jolyon Tidmarsh (JT), John Smolt (JS), Seirian Sumner (SS)

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

The minutes of the meeting held on 6th June 2017 were agreed.

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

JI updated that the Richards work is still ongoing. All ok.

Tree Survey: Survey has been instructed (Sarah Venner) and will be completed later in the year once the shrubbery has died back after the summer. *Action: JI*

Electrical testing: *Action: JI keep under review, but no current action*

Dog Poo & Toy box signage: *JT to get pricing for hard plastic A3 signs.*

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

Defibrillator was discussed. The engineer has been out to check the cabinet and it is ok. We need to ensure that we check that all the items are within date. This has been added to the monthly calendar.

The first aid box and fire safety blanket shall be mounted on the wall to the right of the kitchen exterior door so they are always clearly visible. *Action JI to get Ollie Wigg to do this.*

The bottom of the tiny kids' slide has a concrete block. This needs covering and making safe. *Action JI.*

#### **6. Financial Matters**

The account balance on 3<sup>rd</sup> July 2017 was £35,010, including cleaning may and June £72 and £93 yet to be paid, plus £1,037 outstanding to Jeremy for Astonbury.

Astonbury appears to have made a £3,000 profit. There is a payment of 20% due to the Blue Skye Thinking charity once the final numbers are known.

The lawn mower has been fixed for £68.06. Thank you JI.

We approved JT to spend up to £100 on signage. (Get a VAT invoice).

#### **7. Administrative Matters**

None.

## **7. Reports from Clubs and other Rec Ground Users**

None.

## **8. Fundraising and Social**

A big thanks to Albi and all involved in the organisation of Astonbury for such an enjoyable event.

Bonfire Night. Saturday 4<sup>th</sup> November. The proposed budget of £2,200 was presented. This is 10% increase on 2016 due to exchange rate impact of importing fireworks. ARC to request Parish Council to approve the event and the £2,200 excl. VAT.

## **9. Maintenance**

Jl raised a number of issues, approvals were given as per below:

- Jl has permission to purchase toilet rolls and hand towels, wine glasses.
- Weatherboarding on the garage needs replacing since it is all warped. Replace, refit, retreat. *Jl to get Ollie Wigg to do.*
- Rec. sign board. Approved – *Jl to action.*
- The buliding insurance requires us not to keep duplicate keys to the external doors inside the premises. Due to the number of keys we think it is impractical to take all of them offsite such that all key holders can have a complete set. Instead we propose to fit a secure key cabinet (combination lock). *Action Jl.*
- A Hirers checklist is required. In particular the fire doors need to be closed. *Action: Jenny Baker.*

Barbecue. The old barbecue needs renewing as advised by Peter Butcher. A replacement would be over £3,000 and Peter is investigating a repair quote.

Online Booking – Clare Williams to investigate a better way to organise bookings. Perhaps a google spreadsheet or calendar might work.

## **10. Development plans**

JT and SS are writing a 3-5 year development plan. There will be an open meeting on 22<sup>nd</sup> July to consult with the community.

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

BP has performed playground checks. CW to take over playground checks for next month. RoSPA audit is due in July. Can we bring forwards to May so it is before Astonbury (when held) and peak usage? *SF to request once the 2017 check is done in July.*

## **12. Any Other Business**

It has already been approved by Parish Council to procure Football goals at £2,875 ex. We have approved an additional £400 ex VAT to cover delivery and assembly.

The current, shabby plastic football goals are to be disposed of and replaced with those we have in the loft at full width. *Action: Ollie Wigg.*

A wedding enquiry for September 2018 has been received. This will involve a marquee. *CW to reply with end time of 2230 and guest to clear the site by 2300 to see if they are still interested.*

## **13. Next Meeting**

The next meeting will be on Monday 4th September at the Pavilion at 7:30pm.

Remaining meeting dates for the rest of the year are:

Monday 2nd October

Monday 6th November

Monday 4th December

### Jobs Calendar

Month	Health & Safety	Process	Social
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 Arrange & carry out PAT test by 30 <sup>th</sup> August Defibrillator check	Meter Readings	
September	Playground checks Defibrillator check	Prepare budget for next year	Autumn Work Day
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		