

Astons' Recreation Committee

Minutes of meeting held at 19:30 on Monday 16th April 2018

1. Attendees

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

2. 2018 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	5th	12th	16th	30 th April AGM	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

JT reported some progress on the dog poo and toy box signs – they have been ordered! Action: Jolyon

CW to report back on ideas for organising booking OPEN.

We need to recruit some more active members for ARC. Action: Volunteer please.

Jolyon to do "Your Rec needs you" poster along with the other posters.

5. Health & Safety Issues

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

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

JI has investigated a sign for the gate and has been quoted £1,000 for a glass sign. 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).

As: end use Need: to know that they are in the right place, how to contact ARC, advertise bookings available. Draft text is:

Welcome to the Astons Recreation Ground
to use these facilities contract 'bookings@gmail.com'

This will be mounted on the gate to the car park. Lettering big enough to be easily read from a car driving past.

Smaller version on the Lollington entrance.

Next action: please suggest amendments. We will proceed in April.

Action: Jolyon – liaise with Susan Pallett to find best supplier etc..

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 £---not discussed---

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

JH to prepare VAT reclaim invoice.

Meter Readings GAS:10888[18] Electricity: 53244[4]

Renewals are due 1 May 2018. Review is needed in March – Supplier contacted.. Action: Jolyon

7. Administrative Matters

We should start using dropbox to share documents. Action: JT set up a dropbox for the gmail account.

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 and discussed with Steve Morant. Action: open.

9. Fundraising and Social

Astonbury plans were discussed at length. Albie presented the budget, which shows a maximum liability of around £5,000. Albie to give to PC Clerk for approval at next PC meeting on 23rd April.

Albie needs to confirm in writing whether any of the stage deposit is refundable or transferable in the next 28 days, as requested by JH.

Laura Haigh has agreed to be the treasurer for Astonbury.

The date is the Saturday 25th August. There is a cricket match the day afterwards, so we need to ensure that tidying up is done promptly. This should not present any problems.

Plans including PRS, TEN, Risk assessment, Inform insurers are in progress.

Gazebos. Astonbury would like to have four good gazebos/ event shelters. Action: Albie to recommend suitable for approval at the next meeting. Albie to speak to Joanna about the preferred mechanism of payment. We need to ensure we dispose of the existing stock of broken and useless gazebos.

Cancellation insurance: it will cost around £200. This was discussed and was thought to be worthwhile. Action: Albie.

10. Maintenance

Fridges and Freezers. We have 2 fridges and 2 freezers which are usually left on and nearly empty. We agreed that they ought to be left off. Signage is required. Action : Jolyon

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.

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

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

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 – now that most of the big stuff has been sliced up we can start putting it into a skip. Action: Jolyon / Albie arrange for skip over Astonbury weekend so we can fill it during the Sunday morning clear up.

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.

Beer barrels and kit still need to be removed. Action: Albie

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

Claire Williams is still doing these, Seirian has discussed it with her. Claire, please can you supply us with your written record. Action: CW/ SS.

13. Any Other Business

Jeremy has offered to resize and tape up the football goals. We need to agree on the required sizes. Action: next mtg.

14. Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Defibrillator check Boiler Service		
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	Spring Work Day

		(expire end April)	
April	Playground checks Defibrilator check	Prepare FY accounts Weed & feed grass Gas/Electricity contract renewal due	
May	Playground checks Defibrilator check	Internal Audit (Steve Morant) 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 Defibrilator check		