

Attendees

Name	Bob Picken	Jolyon Tidmarsh	Albie Welch	Joanna Hart	Frances Barlow	Nigel Hawkey	Jo Walshe
	BP	JT	AW	JH	FB	NH	JW
Role	Committee	Chair	Committee	PC	Bookings	PC	Treasurer
Present?	NO	YES	NO	YES	NO	NO	YES

2019 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	4th	4th	1st	13 th AGM	3rd	1st	none	2nd	7th	4th	2nd

Health and Safety Issues

We received the latest safety inspection of the playground from Playsafety (ROSPA) in September 2018. The key issue highlighted is the need to replace the swings.

We have three quotes for replacing the swings ranging from £7k5 for bark and £15k for wetpour surfacing. Further quotes for grass surfacing were also reviewed 1st April.

>What are the options for us to reduce the cost by doing some of the preparation or removal work ourselves?

> Need to choose a preferred, and possibly ask Fawns.

Action: Jolyon to discuss with Luci Didrikson-Penfold.

The Playground checking was discussed and Fran Barlow reports that Luci has been checking. In particular the highlighted protruding nails that were reported have been fixed at the tidy up day in March.

Bonfire night, First Aid plan remains an open action. It is not on the Risk Assessment.

The hot water boiler in the attic was shooting flames up the outside of the water tank. Jeremy has contacted Andrew Gowing to come and fix it as a matter of urgency. The gas injectors were partially blocked and have been cleared by Andrew. AG to check again in to ensure they remain clear. Action: Jeremy.

This is a salutary reminder that it's essential to hammer home to hirers that the fire exits and shutters MUST be open and clear for escape. Because the attic space runs across the entire building, any fire in the attic could spread without check into the ceilings of all downstairs rooms. Arc to update the hirer's agreement accordingly and consider appropriate signage within the pavillion. Action: Fran Barlow. Jolyon has put up a sign to notify hirers.

A recent playground inspection has raised a variety of small issues which will need attention:

The fireman's pole on the main climbing frame still has only one bolt securing it at the top. It needs a replacement bolt of large diameter. The old one has pulled out of the wood and the hole is now too big, so the old bolt won't screw back in. The pole seems secure enough at the moment.

The little climbing frame: There is a bolt missing on the slide on the little climbing frame, but it's not causing a problem.

Walking apparatus: reference The Vertical posts on the walking apparatus: The 4th post after the first walking frame is becoming mobile. It's ok now, but will probably fail by the end of the year. The last post after the second frame is also becoming loose, but that one isn't imminently going to fail- just note it for future reference.

Financial Matters

Current balance is: £32,551.11.

Payments to be approved and then made are:

- £125 Tom Coates for mowing, branch cutting over garage and disposal of waste (with discount in recognition of storage space for vehicle.
- Grab Lorry for clear-up day, payment due to Jermey, £600
- Additional items for Jermey, £239.32 including regrassing the bonfire site, painting the garage floor and replacment of light bulbs.
 - Total payment to JRI = £839.32
- Roller hire, £234.18 payment to the Cricket Club.

Direct debits – Grundon £41.42, Castle Water - £69.20

Paid in: Vat reclaim £1,960.85, Health and safety money from PC £702.77.

£13 raised from the sale of 'stuff in the attic'.

Meter Readings GAS 0114553 (now automatic) Electricity: 56672

Administrative Matters

Village clean up day ran very well. Thanks to all who helped :-)

Reports from Clubs and other Rec Ground Users

The cricket club have been offered a frame for cricket netting by a villager and are busy putting it up.

At the PC meeting 18 Feb 2019 the donation was approved subject to the following terms:

- Risk assessments for installation and ongoing use are provided to ARC (& PC)
- The nets are insured for 3rd party liability through the cricket club
- The cricket club checks the nets regularly and confirms with ARC (&PC) at least quarterly that the nets have been inspected.

Fundraising and Social

It has been proposed that the autumn's Safari Supper makes a donation of 50% to the Didcot foodbank (previously 25% in 2018). This was discussed and agreed by ARC on 4th Feb and subsequently by PC on 18th Feb. This was approved by PC.

Date for bonfire night: Saturday 9th November 2019. Albie Welch is organising.

Maintenance

Tractor and Mower. Jeremy has done some excellent research which is copied below. The PC has now approved the following:

£1,500 +VAT to repair and service the tractor

£1,845 + VAT to purchase a new finishing mower

£315 + VAT to purchase a new mulching kit

Total = £3,660 + VAT

Development plans

ARC is actively looking to replace the swings and find someone to spearhead that.

ARC is seeking a enthusiastic volunteer to spearhead the Multi-Use Game Area development.

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Monthly Tasks / Jobs Calendar

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Any Other Business

It would be really useful to have someone to regularly write a piece for the Astons news so that we can find some extra helpers.

Matters Arising and Open Actions

Item	Description	Action	Date Raised
Grounds Maintenance	<p>Tom Coates (Rustic Management) has submitted a proposal for annual maintenance where he does the mowing and strimming when he thinks it is required. Here it is:</p> <p><i>On 19 May 2018, at 17:36, tomtcoates@aol.com wrote:</i></p> <p><i>Hi, As discussed, we have now mowed the playground twice - once quickly and once including strimming. I suggest that we invoice at two rates:</i></p> <ul style="list-style-type: none"> <i>• £25 for a quick mow not including strimming</i> <i>• £45 for a full mow including strimming and doing the area around the zip wire, plus picking up some of the grass cuttings (where the grass is longest / thickest).</i> <p><i>At this time of year it will need mowing about every two weeks, once quickly and once with strimming. Later in the summer it will probably be once every three weeks. Let me know if you think it is getting too long, but otherwise I will just get on with it as and when it needs doing.</i></p> <p><i>In the autumn we can also do a trim of all the low branches, elder, etc. Probably £45 for that as well, including removing all the branches.</i></p> <p><i>This will all cost about £400 - let me know if that is OK with your budget.</i></p> <p>It should also include: strimming around all the seating on the rec, the kissing gates, the pavilion and the kids shed.</p> <p>It was agreed that we should proceed. The annual cost will be around £400.</p>	<p>Jolyon to agree with Tom Coates.</p> <p>Done verbally, needs written (02 July)</p>	<p>May 2018</p>
Tractor Discussion	<p>5th Nov – JRI reports tractor is running nicely and he couldn't get it to misbehave in front of the engineeer.</p> <p>10 Sept update... Tractor: The tractor engineer came to assess the tractor. He couldn't find anything wrong with it, but we couldn't reproduce the loss of power when mowing because the grass hadn't grown during the hot summer. He's coming back at the end of September when the grass has grown. No charge so far.</p> <p>02 July Update. Steve Smith and Jeremy have been talking.</p> <p>Spare parts are plentiful and cheap. It was bought from Peter Edwards at Clanfield (MF 35) 1964 model. They'll come and look and give us a price. The general gist of the conversation between Steve and Peter Edwards is that it probably just needs a really good service. They are regularly sold on the second hand market (>£3,500 each). They are still manufactured in Kenya for African Market. Verbally "£1,000 is a lot of money to spend on a service".</p> <p>Agreed that Steve Smith would arrange for it to be collected in September. We need to know and authorised the minimum fixed cost in advance. It is expected that we will be spending up to £1,000 on it.</p> <p>04 May.</p>	<p>JRI</p>	<p>June 2018</p>

	<p>The tractor is coming to the end of its useful life and we need to decide how to proceed. We need to invite the cricket club to the next meeting to discuss the future of the tractor. Information from Jeremy:</p> <p><i>The engine loses power and almost stalls when mowing longer grass. I've spoken to a tractor service agent and they have said that the engine is probably just worn out, in which case it would need to be rebuilt. The question is, whether it is worth doing this or replace the tractor.</i></p> <p><i>We've had it for 20 years, and it's cost us next to nothing, as successive amateur engineers have kept it running. It is a vintage (60+years old) classic Massey Ferguson, so it does have an intrinsic value, to sell on or trade in. The mower-gangs have also reached the state where the need for a replacement is looming large.</i></p> <p><i>We might have to spend £8-10,000 for a second hand tractor and gangs, maybe less for a dedicated tractor-mower combination. Contract cutting is £250 per cut, and from May to September, the rec needs cutting twice a week.</i></p> <p><i>I suggest getting a report from one of our friendly farmers' tractor engineers (so with no interest in finding expensive faults-it might cost £50), and then make a decision on how best to proceed. Now would be a good time before the harvest season begins. The tractor & mower will be fine for the rest of the summer, now that the grass is short.</i></p>		
Boules Pitch.	The sleepers need replacing..... This could end up being a sizeable effort.	Jolyon discuss with Tom Coates	Sept 2017
Cleaning Checks	<p>13. Someone needs to be appointed to check:</p> <ul style="list-style-type: none"> a. the hand soap bottles (cheaper to fill and easier than refilling the wall-mounted ones, and they don't drip) b. the hand towel dispensers (need to be 2/3 full) c. toilet rolls (always three put out per toilet- especially in the ladies!) d. kitchen rolls (two out) e. Cleaning cloths- on a big green roll f. washing up liquid g. tea towels –washed regularly h bin bags for toilets, kitchen and changing rooms l. dishwasher tablets, salt, rinseaid. j. check stock under the counter next to sink and attic, for the above items k. empty dyson 	Fran Barlow. This needs to end up in a document somewhere.	June 2018
Grundon	Have they removed the old, big bin? It chased again 1 st March 2019.	Jolyon	June 2018
Handyman	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. 07831 550433	Jolyon	Oct 2017

Locks	<p>Keys and Insurance. Zurich insist that we can't keep keys on site. If the keys that are kept on site are used to facilitate egress, that is the problem. "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.</p> <p>Discussed 30 April 2018. Proposal is:</p> <p>Change all the external doors to be single key, including patio door.</p> <p>keep manual shutters as current – change electrical shutter – change the door lock, not the shutter!</p> <p>Plant room – no change.</p> <p>Garage – no change.</p>	Jolyon	June 2017
Display Cabinet	<p>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.</p>	No current action	June 2017

Jobs Calendar

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