

## Attendees

Name	Bob Picken	Kirsty Richardson	Jolyon Tidmarsh	Joanna Hart	Frances Barlow	Gavin Wood	Nigel Hawkey	Jo Walshe
	BP	KR	JT	JH	FB	GW	NH	JW
Role	Vice Chair		Chair	PC	Bookings		PC	Treasurer
Present?	Yes	Yes	YES	no	no	YES	YES	YES

This is a virtual meeting held on Zoom.

## 2021 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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## Approval of previous minutes

They were agreed.

## Health and Safety Issues

A playground risk assessment is needed, the current checklist is only mitigating some of the potential risks. Kirsty has provided a rough draft, which we reviewed and scored during the meeting.

Action: Kirsty to send to Parish Clerk and cc Nigel and Joanna.

This has now been completed and acknowledged by the PC.

The monthly playground check reports no issues.

## Financial Matters

Current balance is £ 4,717.16 on 1st April 2021.

Including payments:

- Castle Water - £17.77 x 2
- Red Box fire ext service - £286.62
- Jeremy labour charge for February - £255
- MC Elec repairs (JI) - £216
- Grundon bins £29.17
- Gas - £238.72

Approved by the meeting:

Jeremy labour in March 30 hours £450

Jeremy materials approximately £240.40 (+£79.99 to be confirmed)

VAT reclaim submitted to PC £3,688.61 including £458 from building work last financial year – not yet received.

H&S claim for 2020-21 £1,545.85 submitted but not received yet.

Meter Readings 06/04/21: GAS 13759 (13571) Electricity: 63449 (62940)

These readings have been submitted

## Administrative Matters

Fran Barlow is stepping down as lettings person.

Jolyon has resigned as chair and will step down after next month's AGM.

There have been requests for use of barbecues as part of bookings and this was recently discussed at PC meeting, March 2021:

*“currently BBQ’s (own or ARC’s) are not permitted at private events because risk assessments are not in place. If someone wished to use their own BBQ at the Rec as part of a Pavilion hire, perhaps we could suggest that ARC would be happy to allow this if they were willing to develop the risk assessment to do so on behalf of ARC. This would then prepare the RA for future hires. Using the ARC bbq requires significant involvement from ARC to access, clean, prepare, check the bbq and put away. Unfortunately ARC is lacking in volunteers to do this, so the PC would support ARC in saying that it is unable to carry this out at present.”*

To summarise:

- we do not, ever, wish to hire out the ARC barbecue
- we need to develop a solid risk assessment to guide the hirers.

## Reports from Clubs and other Rec Ground Users

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## Fundraising and Social

Until the covid-19 restrictions are lifted we shall not be committing resources to organising events. A potential date for bonfire night is Saturday 6<sup>th</sup> November. Richard Cox has agreed to organise the fireworks should we decide to proceed and he would need a definite commitment by the start of May so that he has time to arrange volunteers and suppliers.

A 10k run event has been mooted. Ceilidh also suggested.

## Maintenance

Jeremy continues to make steady progress through the jobs list under supervision from Kirsty. The task list was fully reviewed and the next tranche of tasks agreed, some to be undertaken by villagers as well as Jeremy. Jo to investigate cleaners.

Rec. Signage.

A fair use notice has been under discussion for several months, the wording below has been agreed by the PC at the March 2021 meeting.

*“The pavilion and all the equipment on this recreation ground are here thanks to years of fundraising by the village. The facilities are maintained by volunteers. Please treat everything here with respect.”*

A notice to this effect will be placed in a noticeboard to be mounted underneath the verandah which was previously agreed (c. early 2020) for approx. £350. Combination lock, not keys.

Football Goals. There have been requests from villagers, including Adam Griffiths to reinstate the goal nets. There are concerns that having permanently installed nets will encourage litter, vandalism and theft. The proposal is that we lock the nets face-to-face together when not in use with a combination lock. This was agreed at the March 2021 parish council meeting.

## Development plans

There are not currently any development plans being pursued.

## Monthly Tasks / Jobs Calendar

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## Any Other Business

### Picnic Benches

From Guy Liverton:

*“I have got the 2 picnic benches out and have refurbished them so they are 100% sound. They have been sanded and painted now.”*

*As I mentioned to you, the pub have asked to use them as they urgently needed outside seating for the upcoming restricted opening - which only allows outside service. So I have given them to the pub in the short term but am suggesting that as soon as they are surplus to their needs with changing Covid rules, or they close temporarily for their interior refurb, then they will be available for the Recreation Ground. I am going to further suggest to them that whatever happens, at the latest they will be available to the Rec for the school summer holidays - so early July - and then are on permanent loan to the Rec. Let me know if this is ok with your team.*

*I will use the term "loaning them to the Rec" as if the the future for any reason they are not needed by ARC or broken, or say continually vandalised, then I will most likely take them back rather than let them be thrown away or burnt on the November 5th bonfire...!"*

This was discussed and agreed with grateful thanks.

## Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks		
February	Playground checks Fire extinguisher check	Meter Readings	
March	Playground checks	Ensure payments up to date Final VAT return before mid-March Visual Inspection of Pavillion and facilities in recreation ground.	Spring Work Day
April	Playground checks	Prepare FY accounts Weed & feed grass Review Gas & Electricity contracts (expire end Aug 2022)	
May	Playground checks	Internal Audit (Steve Morant) Meter Readings	
June	Playground checks	AGM	Astonbury
July	Playground checks RoSPA playground check	Review recreation ground risk assessment.	
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 Boiler Service	Meter Readings	Bonfire Night
December	Playground checks		