

## Attendees

Name	Bob Picken	Jolyon Tidmarsh	Albie Welch	Joanna Hart	Seirian Sumner	Frances Barlow	Nigel Hawkey	Susan Pallett	Jo Walshe
	BP	JT	AW	JH	SS	FB	NH	SP	JW
Role	Committee	Chair	Committee	PC	Committee	Bookings	PC	Supporter	Treasurer
Present?		YES		YES				-	YES

## 2019 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	4th	4th	1st	29 <sup>th</sup> April. 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.

>Need to see if a grass and black matting surface is possible so that is in keeping with the other surfacing.

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

Action: Jolyon to discuss with Luci Didrikson-Penfold.

Boiler service. Previous certificate was dated 5 feb 2018 and this year's services needs arranging. Action: JH

Boiler work: JT arranged previously for A Gowing to fix boiler as hot water not working. The anticipated cost of £500 was approved at previous meeting, however when the boiler was started up it became clear that there was another issue with the PCB. It was necessary to replace this and fit. Hot water now working from boiler. Total cost £1,020.78 was paid in December and formally approved at this February meeting.

Playground checking was discussed and Fran Barlow to find a group volunteers to carry the checks on a regular basis. Checklist is in the dropbox folder.

Bonfire Night Risk Assessment needs reviewing, this should be done at subsequent ARC meetings with particular attention to first aid. Action: BP to bring the risk assessment next time.

## Financial Matters

Current balance is: £31,084.08.

Payments to be approved and then made are:

Red box – fire extinguishers. £85.68

ARC discussed and approved £552 to test the electrical installation. The building is now 10years old. There are two distribution boards with a total of 22 circuits to be tested. We would get a report. Needs PC approval.

Meter Readings GAS 0113058: Electricity: 56114

## Administrative Matters

Village clean up day is 16<sup>th</sup> March. Need to hire a grab lorry, make sure it turns up once the spoil heap is ready... and will they be able to take mixed stuff... wood, earth, rubble, tv's. Action JT: talk to supplier and Jeremy.

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## Reports from Clubs and other Rec Ground Users

The cricket club have been offered a frame for cricket netting by a villager.

CC have investigated and wthey will insurance the nets for 3<sup>rd</sup> party injury. This from Dave Kilcoyne:

We have contacted the clubs insurers (Aviva) and have attached below their response. I've also contacted a couple of local clubs who have cricket nets to seek advice on any particular safety regulations they may have had to comply with – the response has been none that they are aware of.

A bit of internet research hasn't yielded any specific cricket net related regulations other than guidance provided by the HSE that "you would be expected to take reasonable steps to check it is safe to use e.g. check nets are secure before a game so they won't collapse and injure a player." With a system of regular routine inspection, risk assessment and notices I don't think this would be too difficult to manage.

And this from Aviva:

**From:** "Kate Nagington" <[kate.nagington@meadons.co.uk](mailto:kate.nagington@meadons.co.uk)>

**Date:** 18 December 2018 at 09:43:18 GMT

**To:** "Steve Smith" <[stephenhsmith@hotmail.co.uk](mailto:stephenhsmith@hotmail.co.uk)>

**Subject: RE: Astons Cricket Club**

Morning Steve,

Thank you for your email,

I can confirm that Aviva would cover third party injury and damage from the nets as standard on your policy,

If you would like a quotation for damage to the nets I can arrange this, all I need to know is how much it would cost to replace them,

Kind regards

Kate

ARC is happy to support this provided that:

- ACC provides a copy of the aviva insurance schedule
- Risk assessment for the installation and ongoing inspection.
- ACC agree to regularly check (at least monthly) and maintain since they are the owners.
- Signage to show it is owned by ACC not the Parish Council or ARC.

This will need by the Parish before proceeding. ACC plan to install in April once the clean-up day has tidied up the spoil heap.

## 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.

Date for bonfire night: Saturday 2<sup>nd</sup> November 2019.

## Maintenance

Action: Jolyon. Talk to Tom re the branches over the garage roof need cutting back.. could be a March 16<sup>th</sup> job.

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## Development plans

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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.

## 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, <a href="mailto:tomtcoates@aol.com">tomtcoates@aol.com</a> 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"> <li><i>• £25 for a quick mow not including strimming</i></li> <li><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></li> </ul> <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>	May 2018
Tractor Discussion	<p>5<sup>th</sup> 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 (&gt;£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>	JRI	June 2018

	<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>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.</p> <p>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 &amp; mower will be fine for the rest of the summer, now that the grass is short.</i></p>		
Boiler	2019 service needs doing.		
Boules Pitch.	The sleepers need replacing..... This could end up being a sizeable effort.	Jolyon discuss with Tom Coates	Sept 2017
Junk heap removal	now that most of the big stuff has been sliced up we can start putting it into a skip. Action: Jolyon arrange for next clean up day in 2019.	Jolyon	
Cleaning Checks	<p>13. Someone needs to be appointed to check:</p> <p>a. the hand soap bottles (cheaper to fill and easier than refilling the wall-mounted ones, and they don't drip)</p> <p>b. the hand towel dispensers (need to be 2/3 full)</p> <p>c. toilet rolls (always three put out per toilet- especially in the ladies!)</p> <p>d. kitchen rolls (two out)</p>	Fran Barlow. This needs to end up in a document somewhere.	June 2018

	<p>e. Cleaning cloths- on a big green roll</p> <p>f. washing up liquid</p> <p>g. tea towels –washed regularly</p> <p>h bin bags for toilets, kitchen and changing rooms</p> <p>l. dishwasher tablets, salt, rinseaid.</p> <p>j. check stock under the counter next to sink and attic, for the above items</p> <p>k. empty dyson</p>		
Grundon	Have they removed the old, big bin?	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
Playground Checks	Claire Williams is doing the regular montly playground check, Seirian has discussed it with her. It would be really handy to have a written method of recording the playground checks so that we have a written record that they've happened. This could be a simple check list that is signed and dated and scanned/photo'd? Or are we overcomplicating this? This was discussed 1 <sup>st</sup> October and it was felt that a written record would be a good idea.	Jolyon	May 2018
Signage.	Rec users need to know that they are in the right place, how to contact ARC, that pavilion bookings are available. Draft text is:	Volunteer	Jun 2017

	<p>Welcome to the Astons Recreation Ground <a href="mailto:bookings@gmail.com">to use these facilities contact 'bookings@gmail.com'</a> This will be mounted on the gate to the car park. Lettering big enough to be easily read from a car driving past. There could be a smaller version on the Lollingdon entrance.</p>		
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		