

Attendees

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

Kirsty Hamilton-Richardson

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

Approval of previous minutes

The previous minutes were agreed by all.

Health and Safety Issues

Pavillion users need to be made aware that access to all of the fire exits and their shutters must be open and clear for escape whilst they are using the building.

Action: Fran Barlow. to update the hirer's agreement accordingly and consider appropriate signage within the pavillion.

Financial Matters

The proposed budget for 2020/21 financial year was dicussed. The utility budgets seemed very high especially gas at £1200, and therefore was not approved. Actions:

Jo Walshe to gas, elec and water actual usage and costs

Jolyon get to the bottom of the high gas usage – discuss central heating controls with Jeremy.

Note central heating is currently broken and needs fixing.

Current balance is: £28,402.84 as 6 January.

Payments approved to be made:

- total pest control £75 for wasp.
- £45.95 to Jeremy for replacement goal nets
- £86.82 to redbox for fire enxtinguisher check
- £225 to GA for fixing the toilet cistern and plumbing

Paid in: £936 for Community Infrastructure Levy.

Meter Readings GAS - (now automatic) Electricity: 59208

Administrative Matters

Tom and Emily Richards (our neighbours to the south) have agreed with us access through the rec for their builders started ~25 June and have completed the work. JT has their deposit cheque for £500 in safe keeping and needs to return it.

Reports from Clubs and other Rec Ground Users

We have had a request for a Yoga class to be held at the pavillion. It was felt that we should encourage light use of the facilities like this. Wear and tear would be minimal. Cleaning should be done by the hirer using the vacuum cleaner. A rate of £12/hr was agreed.

Fundraising and Social – Bonfire Night

Bonfire Night

We need to organise a wash-up and indoctrinate a new management team. Jolyon will talk to Matt Williams and Emily Richardson to see if they are willing to take this on, supported by the existing key team members: Nick Isaac (bonfire), Jo Hart (money), Richard Cox (fireworks), Charlotte Wigg, Albie, Jo Walshe, Jolyon – who else Albie? Jolyon to talk to relevant people and set this up.

Maintenance

PAT testing is due end of November. The 10year building electrical check is also due: Action Joanna Hart.

Jeremy has highlighted a variety of building issues that need dealing with before they start getting expensive. Here they are:

1. The paving slabs on either side of the pavillion and the steps to the front are loose. The banisters and ballustrades on the steps on all sides of the verandah that are not underneath the roof need replacing. These should preferably be metalwork to be longer lasting.

We have received quotes from a reputable builder £2,124 (inc) to replace the wooden ballustrades with metal equivalents and £546 to fix the paving and steps. Total is £2,670 (inc). This has been approved by the PC and the builder is due to start on 20 January.

2. The club room light emergency light and another in the attic. These are part of the emergency lighting if the mains fails.

Someone needs to get these fixed. JT- can the builder do these whilst on site?

3. Fire Exit sign: the sign on the door is wrong. There are 4 exits: front entrance, back entrance, kitchen and veranda. I'd put another sign on the lollingdon end club room door

Action TBD.

Development plans – Swings

Kirsty is applying for the grant for the swings and the cabin climber and zipwire repair as a separate project. It is clearly in hand – we expect to find out whether the 2x grant applications were successful shortly.

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Monthly Tasks / Jobs Calendar

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Any Other Business

On Tuesday 13th August there was some vandalism. One large and one small football net were taken. They also attempted to dismantle the small goalposts. The case for the defibrilator was also damaged such that it no longer locks.

We have a crime number: 43190287189

Big goal net and clips £130+VAT plus stainless steel cable ties to prevent theft at £20+VAT

Small goal net and clips £31+VAT plus thick plastic cable ties £3.32 +VAT

It was agreed to get on and replace the net for the small goals and use stronger cable ties (estimated £35+VAT).

Actions: JRT to email Denes with rough costs to start the claim process. Book cost for the nets . Defib case will be new for old.

Long Term Information for Reference

Item	Description	Action	Date Raised
Cleaning Checks	13. Someone needs to be appointed to check: <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 	This needs to end up in a document somewhere. We should have a scope of works for the cleaner.	June 2018
Playground	A recent (Q1 2019) playground inspection has raised a variety of small issues which will need attention: 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 4 th 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.		
Ideas	Outdoor noticeboard. Electrocutor for wasps in the attic. To prevent total pest control bits.		

It has suggested that a baby changing changing station be provided. This was reviewed and we think it should be fitted in the disabled loo. They are sold via Screwfix or Ironmongery Direct. JW has found something suitable that was discussed and we agreed to buy it. **Action: Jo Walshe.**

The cleaner has complained about the vacuum cleaner. We ought to replace it; the Dyson has been shonky for several years. Get a commercial grade thing, such as a Henry or a Shark. **Action: jo Walshe to dispose of the old one.**

Spring Cleanout Jobs

Get a skip and clearout junk from the loft. Old vac. Cleaners.

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) Visual Inspection of Pavillion and facilities in recreation ground.	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	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	Meter Readings	Bonfire Night
December	Playground checks		