

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?	NO	YES				YES	YES		yes

Special guest: Steve Smith re: Tractor

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	10th	1st	5th	3rd

Health and Safety Issues

none

Financial Matters

Current balance is: £unknown, including unknown invoices

Payments to be approved and then made are:

Jeremy Imbush: £218.57 (to June 2018) to cover maintenance costs.

Rustic Management: £70 for Mowing (25th June 2018)

Income: 4 hirings, of £240 in total.

Meter Readings GAS: 010900[15] Electricity: 54042[5]

Administrative Matters

Clare Williams is to stand down as bookings person – we thank her for her effort, it is appreciated! She has managed to find a successor, Frances Barlow, who is due to take over after this weekend.

Reports from Clubs and other Rec Ground Users

Fundraising and Social

Astonbury plans.

There is a cricket match the next day, please make sure that there are no cars left parked on or near the cricket pitch by 1300 Sunday.

Organisation is underway, and some gazebos and event shelters have been identified. Someone needs to assess the current state of gazebos and provide a proposal. Astonbury would like to have four good gazebos/ event shelters.

Action: Albie to recommend suitable gazebos for approval at the next meeting. We need details of the what's wanting to be bought and cost. We need to ensure we dispose of the existing stock of broken and useless gazebos.

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 and that no cars are left parked on or near the pitch.

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

Cancellation insurance: it will cost around £200. This was discussed previously was agreed to be worthwhile. Action: Albie - has this been done (added 7th July)

Maintenance

Development plans

JT has met up with Playdale. They have quoted £73,448.36 for the MUGA, replace swings, replace low level obstacle trail, install new teenage trail.

Monthly Tasks / Jobs Calendar

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Any Other Business

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Matters Arising and Open Actions

Item	Description	Action	Date Raised
Community Gas Barbecue (LDP).	<p>02 July</p> <p>The matter of barbecues at the rec. was discussed having reflected on this for a month. It was agreed that we should not provide barbecue facilities at the rec for either general users or hirers of the pavillion. We shall keep the current large barbecue for village events. There is minimal evidence for a community need (ref. community led plan) and there are significant health and safety concerns (fire risk, hot surfaces).</p> <p>04 June</p> <p>Luci proposed that ARC could provide a community gas barbecue for general use at the rec. This prompted a discussion about barbecue provision. The key points are:</p> <p>Costs of barbecue, installation and running are unknown.</p> <p>What is the experience of other places in the UK that have installed these? Do they run smoothly or are they problematic?</p> <p>We should formalize our policy towards barbecue use so that hirers and other rec users understand the position. This will need a discussion with the pavillion insurers</p>	Closed	June 2018
Refuse Collection	04 July. Contract has been sent to Grundon. Hopefully this will start soon.	Jolyon	May 2018
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>	Jolyon to agree with Tom Coates. Done verbally, needs written (02 July)	May 2018

	<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>		
Tractor Discussion	<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>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>	Jolyon to contact Dave Kilcoyne.	June 2018
Boiler	<p>The pilot light is not functioning and so the central heating is not working. Andrew Gowing will be needed to come and fix it. Hot water in kitchen is OK, but showers will be cold.</p>	Volunteer	June 2018
Boules Pitch.	<p>The sleepers need replacing..... This could end up being a sizeable effort.</p>	Jolyon discuss with Tom Coates	Sept 2017
Tree trim	<p>Trees at rear of pavillion need clearing back....</p>	jolyon discuss with Tom Coates	
Junk heap	<p>now that most of the big stuff has been sliced up we can start putting it into a skip. Action: Jolyon / Albie arrange for</p>	Jolyon	

removal	skip over Astonbury weekend so we can fill it during the Sunday morning clear up.		
Carpet Cleaning	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. Its about 7m x 5m.	Jo Walshe	
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> <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>i. 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>	Fran Barlow. This needs to end up in a document somewhere.	June 2018
booking and hiring info	Fran is new to ARC and taking over bookings. Please put the hiring T's and C's and the booking form into the dropbox. Remove all mentions of Barbecue and notify hirers of Aug 19 th who are expecting one. Hirers need to be aware of no refuse collection (take rubbish home) until Grundon are up and running.	Fran Barlow	
More people	We need to recruit some more active members for ARC. Could have a poster up at the rec and do regular VN articles.	Jolyon	Dec 2017
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</p>	Jolyon	June 2017

	<p>electrical shutter – change the door lock, not the shutter!</p> <p>Plant room – no change.</p> <p>Garage – no change.</p>		
Playground Checks	<p>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?</p>	Volunteer	May 2018
Signage.	<p>Rec users need to know that they are in the right place, how to contact ARC, that pavilion bookings are available. Draft text is: Welcome to the Astons Recreation Ground to use these facilities contact '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. There could be a smaller version on the Lollingdon entrance.</p>	Volunteer	Jun 2017
Tree Survey.	<p>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. July 2018. In May, Jamie couldn't do it. Nigel to chase – can he start now?</p>	Nigel to liase with Jamie Turner, the tree surgeon.	
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
Small football goals	<p>Jeremy has offered to resize and tape up the football goals. We need to agree on the required sizes. Action: next mtg. Does this refer to the new, small plastic goals. Action: Jolyon to harass Rory Tidmarsh and Finbarr Sheedy to do this as part of their Duke of Edinburgh award scheme.</p>	Jolyon	May 2018
Wasps	<p>We have a wasp nest stage right on the verandah. How shall we deal with it?</p>	Serian	July 2018.

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		