

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	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

Approval of previous minutes – digitally sign pdf if ok.

Following feedback from the internal auditor we have added this agenda to formally agree the previous minutes.

The previous minutes were agreed by all.

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.

Luci Didrikson-Penfold is currently progressing this work.

Action: Jolyon to discuss with Luci Didrikson-Penfold. We need a volunteer to coordinate this in september. Get an ad in the Village News themed “Your Swings need you”

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. 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.**

There has been some enthusiastic early donations of bonfire wood complete with rusty nails dumped in the corner by the cricket nets. **Action: Jolyon, item in VN requesting wood to be delivered in November and hammer down the worst offending nails and screws.**

Jeremy reports that paving slabs on either side of the pavillion are loose and relaying and the banisters on the steps on either side of the verandah need replacing. Action: JT to the Richards' builder to get a quote.

The middle strip light in the kitchen is faulty. This can be fixed when the electrician is on site to do the PAT test and circuit testing. **Action JH** to follow up with electrician.

The risk assessment for the rec. is in need of updating. **Action:** next meeting to do some of it.

Financial Matters

Current balance is: £26,259.17 at end of June.

Payments approved to be made:

- £99 to Jo Walshe for the VAX vacuum cleaner.
- £30 for cleaning.
- £115 for baby changing station to Jo Walshe.

Paid in: £100 for 2 x hire.

Meter Readings GAS - (now automatic) Electricity: -

Administrative Matters

Tom and Emily Richards (our neighbours to the south) have requested access through the rec for their builders, starting ~25 June. Here's their request:

“Unfortunately our drive is too narrow for the builders’ equipment. As an alternative we would very much like to provide access through the rec?”

If this is possible from your perspective, the builder has committed to:

- a) lay down boarding between car park and our land so vehicles won't damage the ground. We will ensure that these are lifted to ensure the grass doesn't die.
- b) while accessing the garden in this way the builder will put cones up to denote the activity.
- c) we will of course remediate any grass damaged as a result of access. ”

I discussed this with the Richards and wrote the following:

“Further to our discussions in person this morning I'd like to document what was agreed between yourselves (you) and the Astons Recreation Committee (ARC).

You have a need for 3rd parties to be able to access your property via the rec. This is the second request and it is likely that there will be more in the future.

ARC is in general happy to provide such access on a case by case basis, subject to yourselves taking the risk for 'making good'; returning the affected area of the recreation ground back to its previous state prior to the access.

To this effect ARC accepts your request below subject to receipt of a cheque for £500 as a deposit. This would only be cashed to cover the costs incurred by ARC for making good if you were unable to do so in a timely manner.

If you would like to proceed on this basis then please provide either myself or Jo Walshe with the deposit, and inform both of us by email.”

This course of action was approved and Jolyon is in receipt of a cheque for £500.

Reports from Clubs and other Rec Ground Users

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Fundraising and Social

Safari supper. Date: Saturday 21st September

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

PC approval is sought to proceed with bonfire night and purchase fireworks to the cost of £2200 excl. VAT. Richard Cox has again agreed to coordinate the fireworks, the food team is confirmed and the bonfire team are primed. There will be a detailed bonfire discussion in the September meeting. JH to provide finance.

Maintenance

Andrew Gowing has stopped doing gas systems and has handed our account over to Lee Webb plumbing. lee@leewebbplumbing.co.uk 07712 592307.

Tom can deal with the nettles.

It has suggested that a baby 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.**

Ladies Loo not filling correctly. **JRI to contact arrange a plumber.**

Consumables are running out. These need to be left downstairs so that the cleaner can use them. They are usually replenished every bonfire night. Toilet rolls, hand towels, dispense soap, bin bags, washing up liquid, cleaning things..?

Action: Fran to instruct cleaning company to replenish hand towels from our stock on the table underneath the loft ladder.

Strimming around benches, kids area needs to be kept on top of. Please as Tom to keep an eye on this and do as appropriate. **Action: JW**

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. **Action: jolyon VN advert to find someone.** Until we have someone to spear head this then it is on hold.

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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
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 i. dishwasher tablets, salt, rinseaid. j. check stock under the counter next to sink and attic, for the above items k. empty dyson 	<p>This needs to end up in a document somewhere.</p> <p>We should have a scope of works for the cleaner.</p>	June 2018
Grundon	Have they removed the old, big bin? It chased again 1 st March 2019.	Jolyon	June 2018
Handyman	<p>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</p> <p>could also try Acute Carpentry. We checked May 2019, and they are rotten/ broken in several places.</p> <p>Do a quick repair now to hold them together. Action: Jo Walshe talk to Tom.</p>	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>	Jolyon	June 2017

	<p>Change all the external doors to be single key, including patio door. keep manual shutters as current – change electrical shutter – change the door lock, not the shutter! Plant room – no change. Garage – no change.</p>		
Playground	<p>A recent (Q1 2019) playground inspection has raised a variety of small issues which will need attention:</p> <p>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.</p> <p>The little climbing frame: There is a bolt missing on the slide on the little climbing frame, but it's not causing a problem.</p> <p>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.</p> <p>These needed to be included in the scope of works when the swings are done.</p>		

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		