

## Astons' Recreation Committee

### Minutes of meeting held at 19.30 on Monday 6<sup>th</sup> June 2017

#### **1. Apologies**

Seirian Sumner (SS), Jennie Baker (JB)

#### **2. Present**

Jeremy Imbush (JI), Joanna Hart (JH), Steve Falle (SF), Clare Williams (CW), Bob Picken (BP), Jolyon Tidmarsh (JT), John Smolt (JS)

#### **3. Minutes of last meeting**

The minutes of the meeting held on 8th May 2017 were agreed.

#### **4. Matters Arising**

JI updated that the Richards work is still ongoing. All ok.

Tree Survey: Survey has been instructed (Sarah Venner) and will be completed later in the year.

*Action: JI*

Electrical testing: JI discussed with Mike Wigg. Conclusion was that since we're not commercial premises and have made reasonable risk assessments then this is not required. *Action: JI keep under review.*

#### **5. Health & Safety Issues**

None

#### **6. Financial Matters**

The account balance on 5<sup>th</sup> June 2017 was £28,005, including £14.63 from the Isaac's cake sale (thankyou to Ruben et al) and paid Behind Closed Doors Ltd £150 and Astonbury has paid Origin Technical £1,891.

ARC accounts for last year have been auditted by our internal auditor, Steve Morant and found good although the large cash balance was noted. Thanks to Steve.

JI purchased fencing to be paid £157.61.

#### **7. Administrative Matters**

Administrative Matters: JT to get a sign for the outdoor sports kit storage box and Dog Poo signage.

#### **7. Reports from Clubs and other Rec Ground Users**

None

## **8. Fundraising and Social**

Astonbury on 10th June: Insurers have been informed by JH and additional questions were asked BP is responding. The risk assessment is being sent to parish clerk by AW along with bouncy castle insurance document copies and use in wind conditions policies. A Temporary Events Notice (TEN) and PRS license are in place.

## **9. Maintenance**

Gas and Electrical: SF has renewed for SSE as agreed. BP noted receipt of letter from SSE notifying that they'd not received the renewal and placed us on the higher rater tariff. This also happened last year so we expect all is ok.

All approved Ollie Wigg to perform a number of odd jobs as guided by JI.

JI raised a number of issues, approvals were given as per below:

- JI has permission to purchase toilet rolls and hand towels, wine glasses.
- Weatherboarding on the garage needs replacing since it is all warped. Replace, refit, retreat. JI to get OW to do.
- Rec. sign board. Approved – JI to action.
- The buliding insurance requires us not to keep duplicate keys to the external doors inside the premises. Due to the number of keys we think it is impractical to take all of them offsite such that all key holders can have a complete set. Instead we propose to fit a secure key cabinet (combination lock). Action JI.
- A Hirers checklist is required. In particular the fire doors need to be closed. Action: Jenny Baker.

Barbecue. The old barbecue needs renewing as advised by Peter Butcher. JH to request approval from Parish Council for £2,200 excl. VAT for a new barbecue.

## **10. Development plans**

JT and SS are writing a 3-5 year development plan.

M&S Community Energy fund was discussed and was decided not appropriate and not inline with our development objectives.

## **11. Monthly Tasks / Jobs Calendar**

BP has performed playground checks. CW to take over playground checks for next month. RoSPA audit is due in July. Can we bring forwards to May so it is before Astonbury (when held) and peak usage? SF to request.

## **12. Any Other Business**

A wedding enquiry for September 2018 has been received. This will involve a marquee. CW to reply with end time of 2230 and guest to clear the site by 2300 to see if they are still interested.

## **13. Next Meeting**

The next meeting will be on Monday 3rd July at the Pavilion at 7:30pm.

Remaining meeting dates for the rest of the year are:

Monday 4th September

Monday 2nd October

Monday 6th November

Monday 4th December

### 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 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 Meter Readings	
June	Playground checks	AGM	Astonbury
July	Playground checks RoSPA playground check		
August	Playground checks Arrange & carry out PAT test by 30 <sup>th</sup> August	Meter Readings	
September	Playground checks	Prepare budget for next year	Autumn Work Day
October	Playground checks	Present budget to PC	Safari Supper
November	Playground checks Boiler service	Meter Readings	Bonfire Night
December	Playground checks		