

Astons' Recreation Committee

Minutes of meeting held at 19.30 on Monday 6th March 2017

1. Apologies

Susan Pallett (SP)

2. Present

- Jeremy Imbush (JI), Albie Welch (AW), Joanna Hart (JH), John Smolt (JS), Steve Falle (SF), Jennie Baker (JB), Seirian Sumner (SS), Jolyon Tidmarsh (JT), Bob Picken (BP), Tony Page-Smith (T P-S).

3. Minutes of last meeting

- The minutes of the meeting held on 6th February 2017 were agreed.

4. Matters Arising

- The heavy work at the Richard's property is now finished. No further concerns.
- Steam mop has arrived. SP to be refunded to the amount of £49.99 + kitchen rolls (£4).
- JB obtained costings for crockery; Sainsbury's white (first choice) deemed suitable. JB to purchase.

5. Health & Safety Issues

- Tree survey: ARC to request that this is added to PC agenda for discussion. It was suggested that ARC might make a contribution to the costs of the tree survey, but as this is a Health and Safety issue, it was decided that this was not appropriate (as per ARC's terms of reference) and that maintaining trees safely is PC responsibility.
- T P-S to look into electrical checks.
- Playground checks have been done. No problems.

6. Financial Matters

- The current account balance is £ 31,808.85. Recent bills include electricity (£110.59) and gas (£235.50). Outstanding expenses include Susan's invoice (£53.99) and a cleaning invoice (£55.90). Recent hires include Pallett (£40), Hart (£40) & Coupland (£40)
- JS has completed the VAT return; £1118.71 will be reclaimed by the PC on behalf of ARC.
- H&S invoice for £384.28; to be passed onto the PC for the March meeting to cover the Health & Safety costs accrued this year.

7. Administrative Matters

Work Day. 10-12am 2nd April.

- BP to email potential willing participants.
- JH to send JI old list of jobs.
- JI to perfect the list and send to BP. To include: clean insects out of lights; steam carpet; weatherboarding; rake park pit; tighten up the zip-wire.

Tony Page-Smith enquired about hiring the Pavillion for a family party. Potential dates Saturday 12th or 19th of August. Tony needs to sort his own PRS licence for live music/entertainment, and insurance. Tony to inform the residents living around the rec about the event. Music to end by 10pm; vacate premises by 11pm.

8. Reports from Clubs and other Rec Ground Users

- Dog droppings have been reported on the rec. Discussed methods for prevention, e.g. by-law notice. It was decided this requires some thought and research. JT to organize children's poster competition to encourage better behaviour from dog owners.
- Cricket club have requested permission to construct a collapsible net on the rec. Need clarification of where it could be positioned.

9. Fundraising and Social

- Safari Supper is fixed for 7th October.

Astonbury:

- AW outlined costs: Staging £3k; fridges £230; bins £350; loos £400; insurance £60; TEN £25; printing £20; PRS £100. Total: £4,185. Estimates only, based on 2015 prices + 5%ish. But no other major costs are expected except for the bar. Nine barrels of beer £895. Projected potential loss: £5,000. Profit from 2014 and 2015 totalled approx. £8000.
- JI to talk to insurance companies about potential packages, to include wet-weather/acts of God insurance; this will fall after the renewal (due in May).
- BP to write risk assessment for Astonbury.
- AW suggests that ARC source nice 'festival' bins that can be painted and used for future events. Storage, upkeep, cleaning of the bins may be a problem. JH suggested plastic bins that stack and store in attic instead. AW to explore costs for buying and/or purchasing.
- Next meeting for Astonbury is 15th March

10. Maintenance

- JI ordered loo rolls, hand towels and all-purpose cloths.
- JI fixed latch to gents loos

- JI reports that Shower fan is on its way.
- JI fixed boiler (hit it).
- BBQ needs servicing and repairing.
- JI failed to fix the garage shutter lock will need to be replaced and will investigate options – meeting approved up to £50 for an additional lock. (Carried over from previous meeting)
- JB purchased 5 toilet brushes.
- Lawnmower replacement being processed (JB & JI).
- BP to fix padlock for gate

11. Development plans

- JT/SS posted call for volunteers in March VN to collate committee in order to decide what the village wants. Potential funding sources discussed: SODC & OCC have pots of money; Natural England; National Lottery; WREN (funded previous playground equipment – favour existing customers; every 3 months; JH to provide access to previous application paperwork); N-power.

12. Monthly Tasks / Jobs Calendar

- SP continues to do Playground Checks.
- Payments are up to date.
- Bank returns done.
- Gas and electricity coming up for renewal. SF to arrange payment.

13. Any Other Business

Welcomed Tony to the ARC Committee.

14. Next Meeting

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

Remaining meeting dates for the rest of the year are:

Monday 8th May

Monday 5th June

Monday 3rd July

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 th 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		