

Attendees

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

2019 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	4th	4th	1st	29 th April. AGM	3rd	1st	none	2nd	7th	4th	2nd

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.

We have three quotes for replacing the swings ranging from £7k5 for bark and £15k for wetpour surfacing.

>Need to see if a grass and black matting surface is possible so that is in keeping with the other surfacing.

>What are the options for us to reduce the cost by doing some of the preparation or removal work ourselves?

Action: Jolyon to discuss with Luci Didrikson-Penfold.

Feb 2019. The Playground checking was discussed and Fran Barlow to find a group volunteers to carry the checks on a regular basis. Checklist is in the dropbox folder.

Bonfire Night Risk Assessment needs reviewing, this should be done at subsequent ARC meetings with particular attention to first aid. Action: BP to bring the risk assessment next time. It is now in the dropbox folder. Done March 2019.

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. Nigel and I took a look and it is clear that some signage is needed to ensure that a free area is kept around the tank. Action: Jolyon

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.

A recent playground inspection has raised a variety of small issues which will need attention:

Swings: There's no bark left in the swing area, so you may want to think about getting some for clear-up day, just to put down even if it's only a stop gap until the swing situation is sorted out. Plus **the left front support.**

Fort: A reminder that the fort wooden walls need to be replaced- they are fine at the moment.

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.

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 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.

Financial Matters

Current balance is: £30,123.11.

Payments to be approved and then made are:

- £164.25 to A Gowing for boiler service. Approved.
- £140 inc VAT to reseed the bonfire site. From JRI "The beginning of March is the time when the bonfire site should be re-grassed for the Spring. Some top soil and grass seed need to be purchased. Low-temperature germinating grass seed will cost about £100 inc vat (it comes in 20kg bags, which will suffice for two years of re-sowing) and £40 inc vat for the top soil. ". Approved.
- Tom Coates to be asked to cut the grass until the tractor and mower become available since this will be more cost effective than hiring a contractor for an estimated £240 per cut. Approved.
- £85 + VAT for floor sealant in the garage, for Jeremy.

Claims have been sent to PC for: H&S for the sum of £702.77 and a VAT reclaim – £1,960.85

4th Feb ARC meeting. ARC discussed and approved £552 to test the electrical installation. The building is now 10years old. There are two distribution boards with a total of 22 circuits to be tested. We would get a report. This was approved by PC on 18th Feb 2019. Closed.

Meter Readings GAS 011388[5.3]: Electricity: 56365

Administrative Matters

Village clean up day is 16th March. Need to hire a grab lorry, make sure it turns up once the spoil heap is ready... and will they be able to take mixed stuff. Initial quotes came in between £500 and £600+VAT and PC approval is sought. We would like to book this in time for the clear-up day on the 16th March so that the space will be available for the Cricket Club to put their nets up.

This from Jeremy:

I've liased with Ben Ray (cricketer and builder) to assess the size of the spoil heap, so that a correctly sized lorry can be employed. A ton of earth takes up about a cubic metre, and Ben estimates that the heap size is 15 cubic metres. There are also lumps of concrete from the redevelopment of the playground buried in the heap. Concrete weighs in at 2 tons per cubic metre, and there will probably be a cubic metre of it.

Given that the spoil heap contains lots of metal from the bonfires, plus the old goalposts, the heap will weigh more than one ton per square metre. The largest lorry available will collect 17 tons, so I obtained four quotes for one of these. The quotes came in between £500-600 plus vat, so I would say that to secure a Saturday hire for the rec clearing day on March 16th, a budget of £550 +vat should be considered. The weight will probably exceed 17 tons, but the vast majority of it could be removed.

Old Chairs in Attic. Jeremy has volunteered to sell or dispose of the ancient grey plastic chairs that are in the loft and have never been used. Approved.

Reports from Clubs and other Rec Ground Users

The cricket club have been offered a frame for cricket netting by a villager.

At the PC meeting 18 Feb 2019 the donation was approved subject to the following terms:

- Risk assessments for installation and ongoing use are provided to ARC (& PC)
- The nets are insured for 3rd party liability through the cricket club
- The cricket club checks the nets regularly and confirms with ARC (&PC) at least quarterly that the nets have been inspected.

Fundraising and Social

It has been proposed that the autumn's Safari Supper makes a donation of 50% to the Didcot foodbank (previously 25% in 2018). This was discussed and agreed by ARC on 4th Feb and subsequently by PC on 18th Feb.

Date for bonfire night: Saturday 2nd November 2019 was originally proposed, but it seems that Saturday 9th is preferred. To be confirmed. Action: Jolyon

Maintenance

Talk to Tom re the branches over the garage roof need cutting back.. could be a March 16th job. Action: Jolyon.

Tractor and Mower. Jeremy has done some excellent research which is copied below. In short we seek approval from PC to invest:

£1,500 +VAT to repair and service the tractor

£1,845 + VAT to purchase a new finishing mower

£315 + VAT to purchase a new mulching kit

Total = £3,660 + VAT

Subject: RE: massey ferguson 35 repairs/refurbishment

Dear Jeremy,

Thank you for inviting me over to look at carrying out refurbishment work on your MF35 tractor which looks to have done you good service since we supplied it all those years ago. As agreed when I collected the tractor and mower I would return it to our workshops and carry out an assessment as to what I think is the best option for you.

Firstly the tractor looks in need of a good wash off and a general service to include new filters, oils and a grease round. It also seems to require a few new parts to be fitted such as a radiator, water pump, water hoses, starter motor, fuel tap and fuel filter housing. Looking at the rear nearside tyre to repair puncture, in fact both wheels look to be heavily corroded and need to be replaced. My quotation for this work would be £1500 + VAT and in my opinion this is the best route to go down as the tractor will continue to serve you for many years to come.

However looking at the finishing mower, it is a different story entirely. This machine is heavily corroded, generally worn out and beyond economic repair. I suggest the best course of action would be to purchase a new finishing mower of the same type at a cost of £1845 + VAT. As discussed you have the option of adding a mulching kit to this machine for an extra cost of £315 +VAT (fitted). Your old mower can be taken in part exchange to cover the cost of the transport.

I hope you find this satisfactory and I will await your instruction.

Kind Regards
Patrick Edwards

This next bit from Jeremy:

I would reiterate that if the decision has to be submitted for approval to PC on 18th March, then realistically the situation won't be resolved until the second week in April, even if a decision is made immediately. This may mean storage costs, which I'm sure would be waived if Patrick Edwards is employed.

It would be possible, of course, to trade the tractor in and buy a new or newer one, but with the repairs and service required (see the assessment), that trade-in value would be well below the retail value if it were fully restored (£6,000). A more modern tractor would cost substantially more. Tom Coates' tractor cost £15,000 +vat, new.

The grass will really require cutting in March, depending on the weather, so it may be necessary to employ a contractor to cut it. Tom Coates has the equipment and has mowed the rec before, and he would be the cheapest by far. Contract cutting was considered as an alternative to having our own tractor, about five years ago, but the quotes from contractors were £240+ per cut. It is so expensive because it is not economically worthwhile for the companies to transport equipment to do such a small job. Tom's equipment is on-site, effectively, so he doesn't have those transport or labour costs.

The mower is another matter. A new one seems to be the most sensible option. The mulching kit mentioned is something that that isn't on the current mower, but it would be of inestimable value to those who mow the rec., to have one on the new mower, because it would eliminate the need to cut the same area twice in order to clear the clumping of grass cuttings that occurs when the grass is long or wet.

Development plans

ARC is actively looking to replace the swings.

ARC is seeking a enthusiastic volunteer to spearhead the Multi-Use Game Area development.

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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
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> <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>	<p>Jolyon to agree with Tom Coates.</p> <p>Done verbally, needs written (02 July)</p>	<p>May 2018</p>
Tractor Discussion	<p>5th Nov – JRI reports tractor is running nicely and he couldn't get it to misbehave in front of the engineeer.</p> <p>10 Sept update... Tractor: The tractor engineer came to assess the tractor. He couldn't find anything wrong with it, but we couldn't reproduce the loss of power when mowing because the grass hadn't grown during the hot summer. He's coming back at the end of September when the grass has grown. No charge so far.</p> <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>JRI</p>	<p>June 2018</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>		
Boules Pitch.	The sleepers need replacing..... This could end up being a sizeable effort.	Jolyon discuss with Tom Coates	Sept 2017
Junk heap removal	now that most of the big stuff has been sliced up we can start putting it into a skip. Action: Jolyon arrange for next clean up day in 2019.	Jolyon	
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 	Fran Barlow. This needs to end up in a document somewhere.	June 2018
Grundon	Have they removed the old, big bin? It chased again 1 st March 2019.	Jolyon	June 2018

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	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. Discussed 30 April 2018. Proposal is: 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.	Jolyon	June 2017
Playground Checks	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? This was discussed 1 st October and it was felt that a written record would be a good idea.	Jolyon	May 2018
Display Cabinet	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.	No current action	June 2017

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		