

## Attendees

Name	Bob Picken	Kirsty Richardson	Jolyon Tidmarsh	Joanna Hart	Frances Barlow	Gavin Wood	Nigel Hawkey	Jo Walshe
	BP	KR	JT	JH	FB	GW	NH	JW
Role	Vice Chair		Chair	PC	Bookings		PC	Treasurer
Present?	Yes	Yes	YES	no	no	no	YES	YES

This is a virtual meeting held on Zoom

## 2021 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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## Approval of previous minutes

They were agreed.

## Health and Safety Issues

There were two outstanding actions from the previously reviewed the RoSPA summary – these were only observations and have now been fixed by Claire and Matt Williams – many thanks!!

### Large Multiplay

Observation 1	Loose Hand hold by monkey bars
Action	Tighten bolts
Risk	Medium
Observation 2	Loose timber upright section by firemans pole
Action	Secure
Risk	low

A playground risk assessment is needed, the current checklist is only mitigating some of the potential risks. Kirsty has provided a rough draft, which we reviewed and scored during the meeting. Action: Kirsty to send to Parish Clerk and cc Nigel and Joanna.

## Financial Matters

Current balance is £ 5,778.21 at 1st March 2021. Including payments:

- Electricity : £146.97 and £28.51
- Grundon bins £13.26
- Jeremy maintenance materials: £158.16
- Jeremy labour charges: £787.50

Paid in: ACC cricket rent £350.00

To be approved: None

VAT reclaim submitted to PC £3,688.61 including £458 from building work last financial year.

Meter Readings 30/11/20: GAS 13571 (13381) Electricity: 62940 (62606)

These readings have been submitted

## Administrative Matters

Tree planting. As agreed last month there is no opportunity for tree planting. However, there is hedge planting taking place around the new fencing at the main gate.

## Reports from Clubs and other Rec Ground Users

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### Fundraising and Social

Until the covid-19 restrictions are lifted we shall not be committing resources to organising events. A potential date for bonfire night is Saturday 6<sup>th</sup> November.

### Maintenance

Jeremy continues to make steady progress through the jobs list under supervision from Kirsty. The PC have approved the 2<sup>nd</sup> slice of £1,000 incl. VAT and materials to continue. With respect to the items requested:

- Clearance of Moss on the roof £775 – not required.
- Verandah Ballustrade £850 – it was not clear if the estimated time is with the most appropriate sanding tool.

Action: Kirsty

Rec. Signage. The proposed signage was reviewed in October's meeting where it was felt that it was inappropriate, unenforceable and counterproductive. The PC have agreed and suggest we re-word for something more like guidelines for fair use that could be displayed in a new external noticeboard on the verandah. Action: Bob

Football Goals. There have been requests from villagers, including Adam Griffiths to reinstate the goal nets. There are concerns that having permanently installed nets will encourage litter, vandalism and theft. The proposal is that we lock the nets face-to-face together when not in use with a combination lock. Action: Jolyon

### Development plans

There are not currently any development plans being pursued.

## Monthly Tasks / Jobs Calendar

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## Any Other Business

### Picnic Benches

Guy Liverton has offered to donate two movable used picnic benches which he will refurbish. We agreed to accept this provided that they are safe to use. It has been confirmed that they are substantial and in good condition.

Action: Jo Walshe to liase with Guy in the spring of 2021.

## 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 Visual Inspection of Pavillion and facilities in recreation ground.	Spring Work Day
April	Playground checks	Prepare FY accounts Weed & feed grass Review Gas & Electricity contracts (expire end Aug 2022)	
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 Boiler Service	Meter Readings	Bonfire Night
December	Playground checks		