

Astons' Recreation Committee

Minutes of meeting held at 19.30 on Monday 8th May 2017

1. Apologies

Susan Pallett (SP), Albie Welch (AW), John Smolt (JS)

2. Present

Jeremy Imbush (JI), Joanna Hart (JH), Steve Falle (SF), Jennie Baker (JB), Bob Picken (BP), Jolyon Tidmarsh (JT), Seirian Sumner (SS)

3. Minutes of last meeting

The minutes of the meeting held on 3rd April 2017 were agreed.

4. Matters Arising

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

Tree Survey: A second quote was reviewed but although lower cost all decided to proceed with the original supplier since the second supplier was not as credible. *Action: JI*

Electrical testing: the proposed requirement for periodic testing of the building's installed electrical system was discussed. It is unclear whether or not we need to have the building inspected periodically. The insurers work on a risk-based approach and since we have few users with minimal using of the electrical system and we perform annual Portable Appliance Testing (PAT) then the risk is low and acceptable. More information and guidance may be available from www.acre.org.uk.
Action: JI to get more information from Mike Wigg.

Astonbury: JH to inform insurers about Astonbury.

5. Health & Safety Issues

None

6. Financial Matters

The account balance on 7/5/17 was £30,032, including £40 hire was received from Griffiths.

7. Administrative Matters

Work day: ARC would like to thank everyone that came out to support the work day.

Administrative Matters: JT to get a sign for the outdoor sports kit storage box. BP to do notice for village news.

8. Reports from Clubs and other Rec Ground Users

None

9. Fundraising and Social

Astonbury on 10th June: The Astonbury Committee has taken out £6k of cancellation insurance cover (cost £103). Plans are well underway and everything is under control.

10. Maintenance

Gas and Electrical: After reviewing 3 suppliers there was only a 2% difference so we kept the current suppliers, SSE. SF noted ARC should “always renew for 12 month, not longer since the charges are higher.”

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

- Jl 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. Jl to speak to Billy Sheedy.
- Rec. sign board. Approved – Jl to action.
- More fencing and spike. Approved – Jl to action.
- Purchase spare BBQ gas bottle. Approved.
- Approve payment of up to £150 for the garage shutter.
- 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 Jl.
- Insurance. The fuel storage arrangements were considered and discussed at length. It was agreed that no more than one years’ worth of fuel should be stored in recognised appropriate containers.
- A Hirers checklist is required. In particular the fire doors need to be closed. Action: Jenny Baker.

11. Development plans

JT is writing a 3-5 year development plan.

12. Monthly Tasks / Jobs Calendar

SP has checked the playground and no issues arising. BP to take over playground checks. Meter Readings. Gas: 10500[00] Electricity: 49921[3]

13. Any Other Business

N/A

14. Next Meeting

The next meeting will be on Monday 5th June at the Pavilion at 7:30pm.

Remaining meeting dates for the rest of the year are:

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		