

Attendees

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

2019 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	4th	4th	1st	13 th 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. Further quotes for grass surfacing were also reviewed 1st April.

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

> Need to choose a preferred, and possibly ask Fawns.

Action: Jolyon to discuss with Luci Didrikson-Penfold. We need a volunteer to coordinate this. Get an ad in the Village News themed "Your Swings need you"

Bonfire night, First Aid plan remains an open action. It is not on the Risk Assessment.

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. The gas injectors were partially blocked and have been cleared by Andrew. AG to check again in to ensure they remain clear. Action: Jeremy.

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.

Financial Matters

Current balance is: £27,139.93 at end of April

Retrospective Payments approved:

- Tractor Payment of £4,392 (previously approved at PC)
- Room Service for the deep clean £88 and £198 for the carpet cleaning.

Payments approved to be made:

- Tom Coates for Mowing. £50.

Paid in: Payments for 2x village hire.

Meter Readings GAS ----- (now automatic) Electricity: -----

Administrative Matters

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Reports from Clubs and other Rec Ground Users

The cricket club have been offered a frame for cricket netting by a villager and are busy putting it up.

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

Safari supper. Date: Saturday 21st September

Date for bonfire night: Saturday 9th November 2019. Albie Welch is organising.

Maintenance

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Development plans

ARC is actively looking to replace the swings and find someone to spearhead that.

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>From: <tomtcoates@aol.com> Date: Friday, 10 May 2019 To: <jo@walshe.info> Subject: Re: ARC invoice - playground</p> <p>Hi Jo, Attached invoice for the first mow of the playground, including some cutting back of branches.</p> <p>I suggest a similar arrangement to last year, with a mow of the playground at £30 and a full mow with strimming around all the fixtures at £45. I will keep an eye on it and mow when it looks worthwhile, but very happy to receive feed back from the committee about the schedule and extent of the work.</p> <p>I will return in the next week or so to do some strimming around the benches and along the east field boundary where it is getting overgrown. At the moment I have left some wild areas for flowers, but will cut them back with the next full mow.</p> <p>Now that Jeremy has his revitalized tractor and new mower I am assuming that he will look after the zip line.</p>	Jolyon to agree with Tom Coates. Done verbally, needs written (02 July)	May 2018
Boules Pitch.	The sleepers need replacing..... This could end up being a sizeable effort.	Jolyon discuss with Tom Coates	Sept 2017
Cleaning Checks	13. Someone needs to be appointed to check:	Fran Barlow.	June

	<p>a. the hand soap bottles (cheaper to fill and easier than refilling the wall-mounted ones, and they don't drip)</p> <p>b. the hand towel dispensers (need to be 2/3 full)</p> <p>c. toilet rolls (always three put out per toilet- especially in the ladies!)</p> <p>d. kitchen rolls (two out)</p> <p>e. Cleaning cloths- on a big green roll</p> <p>f. washing up liquid</p> <p>g. tea towels –washed regularly</p> <p>h bin bags for toilets, kitchen and changing rooms</p> <p>I. dishwasher tablets, salt, rinseaid.</p> <p>j. check stock under the counter next to sink and attic, for the above items</p> <p>k. empty dyson</p>	This needs to end up in a document somewhere.	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	<p>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.</p> <p>Discussed 30 April 2018. Proposal is:</p> <p>Change all the external doors to be single key, including patio door.</p> <p>keep manual shutters as current – change electrical shutter – change the door lock, not the shutter!</p> <p>Plant room – no change.</p> <p>Garage – no change.</p>	Jolyon	June 2017
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

Playground	<p>A recent playground inspection has raised a variety of small issues which will need attention:</p> <p>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.</p> <p>The little climbing frame: There is a bolt missing on the slide on the little climbing frame, but it's not causing a problem.</p> <p>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.</p>		
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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) Visual Inspection of Pavillion and facilities in recreation ground.	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	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	Meter Readings	Bonfire Night
December	Playground checks		