

## Attendees

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

This is a virtual meeting held on Zoom

## 2020 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6 <sup>th</sup> done	4th	2nd	6th	4th	1st	6th	none	7th	5th	2nd	7th

## Approval of previous minutes

The previous minutes were agreed by all.

## Health and Safety Issues

The playground is currently shut due to Covid-19 and there is a notice on the gate and on the Aston's website.

The Pavillion is not to be used until the electrical repairs (detailed below) have been completed:

“The 10 year electrical check has happened. There were a number of observations numbered 1 -20. With regard to the classification code a

C1 Danger Present There are no C1 Codes

C2 Potentially dangerous urgent remedial action required there are a few noted.

C3 Improvement recommended.

So due to the fact there are a number of C2 codes the general assessment of the installation is classified as UNSATISFACTORY.

Also I noticed which is not part of the test report requirements that all the smoke detectors are out of date and need replacing. Generally smoke alarms are good for 10 years, and the label on the alarms I noticed say Replace by October 2019.”

Mike Chitty has quoted £450+VAT to fix the above. It was agreed to also get him to fix the emergency lighting in the club room and attic. Action: Joanna Hart

## Financial Matters

Current balance is: £18,384.70 at 1st May. Including payments:

- Grndon for bins £45.94
- Castle Water £17.77
- Mike Chitty EICR £552.00

Paid in: n/a

Meter Readings GAS 12600 (We have been billed for more than this) Electricity: not taken

VAT return for £1,966.11 has been received by the PC but not by ARC yet.

## Administrative Matters

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## Reports from Clubs and other Rec Ground Users

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## Fundraising and Social – Bonfire Night

### **Bonfire Night**

Continue to look for team to manage the 2020 bonfire event. We need to organise a wash-up and indoctrinate a new management team. We are still looking for a volunteer.

Date: 7<sup>th</sup> November was agreed to be the only feasible date. (31<sup>st</sup> = Halloween, 14<sup>th</sup> too late)

It is plausible that we won't be able to hold the event due to Covid-19 and government regulation.

### **Astonbury**

Due to coronavirus Astonbury has been cancelled. Once the restrictions have been lifted then some kind of bring-your-own event may be considered.

## Maintenance

The new metal ballustrades will need painting to match the existing oak ones at some point.

Big thanks to Matt Williams for replacing the fence around the gate. Action: Jo to check to see if we owe him any money for the materials.

Noticeboards – on hold until covid-19 chaos is over.

## Development plans – Swings

Once the Coronavirus chaos has subsided this will happen.

Fawns have confirmed that they'll hold the deposit and when the Covid-19 chaos subsides they'll be able to start.

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## Monthly Tasks / Jobs Calendar

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## Any Other Business

Do the AGM for the June meeting – needs treasurer's and chair's reports.

## 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		