

Attendees

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

2018 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
none	5th	12th	16th	30 th April. AGM	4th	2nd	none	10th	1st	5th	3rd

Health and Safety Issues

We have received the latest safety inspection of the playground from Playsafety (ROSPA) The key issue highlighted is the need to replace the swings. Other points: should check zip wire cableway (but the manufacturers told us we can't do that, so no action required); loose stones are a slip hazard on the hard surface (MUGA would solve this); stump by the mushrooms (I think that should be self moveable, because we wouldn't have installed them by a stump, but I might be wrong). The stump was indeed moveable and has been removed.

Action: Get pricing for equivalent replacement swings from Fawns. Bob P. We already have pricing from Playdale.

Financial Matters

Current balance is: circa £27,000 pre-proceeds from Bonfire night.

Payments to be approved and then made are:

Electric Chafers (Warming Drawers). Another pair is required for bonfire night since the pair we bought last year were excellent and do half the job. Action: Jo Walsh. We estimate that the cost will be approximately £600. Approved. £528 has been paid to Jo Walshe to cover this.

gazebos: Unfortunately, the specification of the gazebos was changed from 3mx 3m to 4m x 4m in between agreeing what to buy and actually buying them, so none of the 20 side walls that we have will fit. We may want to budget for three/six new sides to fit the two new gazebos. Payment is awaiting invoice from Albert Welch.

Meter Readings GAS 010943[04]: Electricity: 55307[?]

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. The CC are interested if this can be permanently erected on the existing strip of concrete. Dave Kilcoyne has provided a sketch and this will be present to the parish council for approval.

The net itself is about 12 m in length but can be modified make it shorter if needed. We had a look at the old concrete slab that was laid for the previous cricket net and it appears to be in pretty good shape.

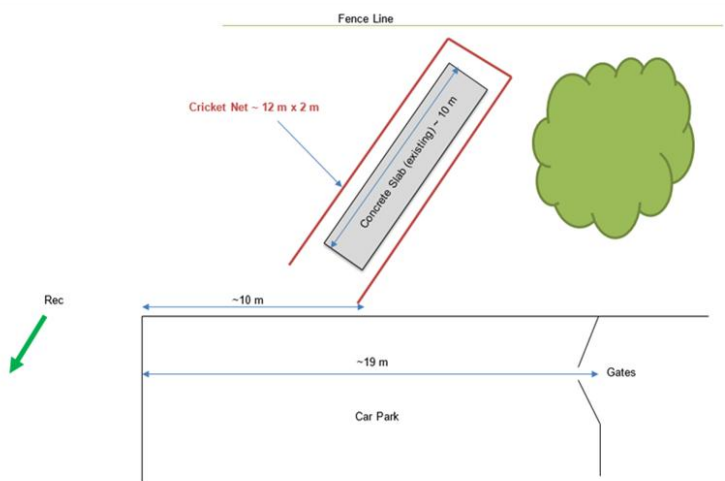
I've made a pretty crude sketch (copied below and attached) of where the net would be positioned. I've also sketched up in Google Earth where it would be – the red outline in the frame of the net.

It would mean that the bowlers run up would traverse the corner of the car park but I don't see this as being an issue. Obviously if there were any cars parked on the car park then the net wouldn't be used.

The concrete slab will need a little bit of tlc and we'll need to put some matting on the slab. That corner is currently used as the holding area for the bonfire materials, once that is done we'll need to cut back the vegetation and some low hanging branches a little but this shouldn't be too much work (particularly if we leave it till winter).

In summary the cricket club would be pleased to re-establish the net on the rec and would provide the necessary manpower, liaise with Toby and put in any funds needed to sort this out. Once it's in position it will of course be available for anyone to use – it would be great to get some practice sessions going over the summer and get some of the village youngsters (or oldsters) involved.

My question really is – would ARC be happy for this to go ahead? And is there anything else we ought to consider?



Fundraising and Social

Bonfire Night. Fantastic night – massive thanks to everyone who helped out organising, setting up, igniting things and packing up.

Thanks to those who gave donations including Scotland's Ash, Ridgeway International, Chequers Garage, the Backhouses and Lancaster Framing.

Another great night. Attendance was down about 13% since last year and so profit was down from last year and we expect to make a net profit of c. £3,700 once all the details are known (£4,220 last year).

The new chafers were very useful.

A person attended the pavillion seeking first aid due to being struck by firework debris from the children's fireworks. The required distance to the safety barrier was 10m and we had a 25m tape, which was increased to 30m. We recommend using 30m again next year.

Action: ARC to review the risk assessment to include the 30m and ensuring that we have a trained first aider onsite and review our incident recording process.

Maintenance

Action: Jolyon. Talk to Tom re the branches over the garage roof need cutting back

Development plans

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Monthly Tasks / Jobs Calendar

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Any Other Business

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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. 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>		
Boiler	<p>The pilot light is not functioning and so the central heating is not working. Andrew Gowing will be needed to come and fix it. Hot water in kitchen is OK, but showers will be cold.</p> <p>Oct 1. PC have approved the spend and I have emailed Andrew to get him to proceed.</p>	Jolyon	June 2018
Boules Pitch.	The sleepers need replacing..... This could end up being a sizeable effort.	Jolyon discuss with Tom Coates	Sept 2017
Tree trim	Trees at rear of pavillion need clearing back and do those on the garage.	jolyon discuss with Tom Coates	
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.	Jolyon	
Carpet Cleaning	The Matt Shuttleworth room carpet needs to be professionally cleaned before the spring cricket season starts. It's a real mess now. A rug doctor would be £50 from Tesco. Its about 7m x 5m.	Jo Walshe	
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 	<p>Fran Barlow.</p> <p>This needs to end up in a document somewhere.</p>	June 2018

	<p>g. tea towels –washed regularly</p> <p>h bin bags for toilets, kitchen and changing rooms</p> <p>l. 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>		
booking and hiring info	<p>Updated doc from JRI provided 5th Nov.to JT. Review and stick into Dropbox.</p> <p>Fran is new to ARC and taking over bookings. Please put the hiring T's and C's and the booking form into the dropbox. Remove all mentions of Barbecue and notify hirers of Aug 19th who are expecting one. Hirers need to be aware of no refuse collection (take rubbish home) until Grundon are up and running.</p>	Fran Barlow	
Handyman	<p>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</p>	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
Playground Checks	<p>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 1st October and it was felt that a written record would be a good idea.</p>	Jolyon	May 2018
Signage.	<p>Rec users need to know that they are in the right place, how to contact ARC, that pavilion bookings are available.</p> <p>Draft text is:</p> <p>Welcome to the Astons Recreation Ground</p> <p>to use these facilities contact 'bookings@gmail.com'</p> <p>This will be mounted on the gate to the car park. Lettering big enough to be easily read from a car driving past.</p>	Volunteer	Jun 2017

	There could be a smaller version on the Lollingdon entrance.		
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		