

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	No	YES

Kirsty Hamilton-Richardson

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

Approval of previous minutes

The previous minutes were agreed by all.

Health and Safety Issues

Pavillion users need to be made aware that access to all of the fire exits and their shutters must be open and clear for escape whilst they are using the building.

Action: Fran Barlow. to update the hirer's agreement accordingly and consider appropriate signage within the pavillion.

Financial Matters

Current balance is: £23,511.09 at end of October

Payments approved to be made:

- various associated with the bonfire.

Paid in: £500 from the safari supper.

Meter Readings GAS - (now automatic) Electricity: -

The signatories on the account have been updated to remove Steve Falle and Jeremy Imbush and the signatories are now Joanna Hart, Bob Picken and Nigel Hawkey.

Administrative Matters

Tom and Emily Richards (our neighbours to the south) have agreed with us access through the rec for their builders started ~25 June and remains in progress. JT has their deposit cheque for £500 in safe keeping.

Reports from Clubs and other Rec Ground Users

We have had a request for a Yoga class to be held at the pavillion. It was felt that we should encourage light use of the facilities like this. Wear and tear would be minimal. Cleaning should be done by the hirer using the vacuum cleaner. A rate of £12/hr was agreed.

Fundraising and Social

Bonfire Night Saturday 9th November 2019. Albie Welch

Donations have been received from Scotlands Ash, Ridgeway international, Chequers Garage, Backhouses, Allans, Peter Lancaster.

Disabled access is provided via the top gate which will be supervised. It will be unlocked so that if emergency accessed is needed it will be available.

Manor field has been arranged for parking. JRI has arranged matting to protect the surface.

Parking.

Didcot scouts will provide scouts (>16yrs old) for supervising the car parking for a £50 donation. We have hi-vis for them.

Need to ensure we direct people out of the carpark afterwards so that they turn right and go out past the pub.

Rubbish. We won't get any extra bins from Grundon, we can use their existing service.

Raffle. We decided not to do the raffle.

Fencing plan. In the light of last year's incident during the children's fireworks we have increased the crowd distance to 25m even though children's fireworks only require 8m. The biggest adult fireworks are 30m back.

The risk assessment was reviewed by all. Charlotte Wigg to update (Albie to Action)

We are no longer having the bouncy castle.

First aid plan remains an open action. Charlotte Wigg to provide and ensure it is available at the point of use.

Bonfire. It will be smaller than the previous 2 years. We didn't get as many palletts because the builders merchants require recycling certificates as proof of use. This should be straightforward if we organise sufficiently in advance.

Timings. Gates open 1700. kids display 1730 (4.5 minutes). Bonfire 1815. Main fireworks 1930 latest (10.5 minutes).

Maintenance

It has suggested that a baby changing station be provided. This was reviewed and we think it should be fitted in the disabled loo. They are sold via Screwfix or Ironmongery Direct. JW has found something suitable that was discussed and we agreed to buy it. **Action: Jo Walshe.**

The cleaner has complained about the vacuum cleaner. We ought to replace it; the Dyson has been shonky for several years. Get a commercial grade thing, such as a Henry or a Shark. **Action: jo Walshe to dispose of the old one.**

Ladies Loo not filling correctly. **Action Jolyon – get a plumber.**

PAT testing is due end of November. The 10year building electrical check is also due: Action Joanna Hart.

Jeremy has highlighted a variety of building issues that need dealing with before they start getting expensive. Here they are:

1. The paving slabs on either side of the pavillion and the steps to the front are loose. The banisters and ballustrades on the steps on all sides of the verandah that are not underneath the roof need replacing. These should preferably be metalwork to be longer lasting.

We have received quotes from a reputable builder £2,124 (inc) to replace the wooden ballustrades with metal equivalents and £546 to fix the paving and steps. Total is £2,670 (inc). Jolyon to action once PC approval made. Action: Joanna Hart

2. The middle strip light in the kitchen is faulty as is one of the club room lights and another in the attic. These are part of the emergency lighting if the mains fails.

JT has actioned GA Electrical in Wallingford to fix these. Due 15th Oct. & 5th Nov.

3. Fire Exit sign: the sign on the door is wrong. There are 4 exits: front entrance, back entrance, kitchen and veranda. I'd put another sign on the lollingdon end club room door

Development plans – Swings

Kirsty is applying for the grant for the swings and the cabin climber and zipwire repair as a separate project. It is clearly in hand,

ARC is seeking a enthusiastic volunteer to spearhead the Multi-Use Game Area development. **Action: jolyon VN advert to find someone.** Until we have someone to spear head this then it is on hold.

--

Monthly Tasks / Jobs Calendar

--

Any Other Business

On Tuesday 13th August there was some vandalism. One large and one small football net were taken. They also attempted to dismantle the small goalposts. The case for the defibrillator was also damaged such that it no longer locks.

We have a crime number: 43190287189

Big goal net and clips £130+VAT plus stainless steel cable ties to prevent theft at £20+VAT

Small goal net and clips £31+VAT plus thick plastic cable ties £3.32 +VAT

It was agreed to get on and replace the net for the small goals and use stronger cable ties (estimated £35+VAT).

Actions: JRT to email Denes with rough costs to start the claim process. Book cost for the nets . Defib case will be new for old.

Jeremy has bought the small nets and will fit them soon.

Long Term Information for Reference

Item	Description	Action	Date Raised
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 g. tea towels –washed regularly h bin bags for toilets, kitchen and changing rooms l. dishwasher tablets, salt, rinseaid. j. check stock under the counter next to sink and attic, for the above items k. empty dyson 	<p>This needs to end up in a document somewhere.</p> <p>We should have a scope of works for the cleaner.</p>	June 2018
Playground	<p>A recent (Q1 2019) playground inspection has raised a variety of small issues which will need attention:</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>		

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		