

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 | Yes | no | No | YES |

This is a virtual meeting held on Zoom

2020 Meeting Schedule

| | | | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | | | | | | | | | | 2nd | 7th |

Approval of previous minutes and minutes of special meeting

They were agreed.

Health and Safety Issues

We reviewed the RoSPA summary which contained medium and low risks but no issues that must be corrected – these are only observations and not requirements! It was agreed to address:

- Large multiplay points 1 & 2 [below] (now in Kirsty's jobs list)
- Stepping mushrooms log (done)

Action: Kirsty to coordinate.

Large Multiplay

Observation 1 Loose Hand hold by monkey bars

Action Tighten bolts

Risk Medium

Observation 2 Loose timber upright section by firemans pole

Action Secure

Risk low

Kirsty reports that the playground has been checked with no issues arising.

The gas safety certificate has been received.

With reference to the Covid-19 second wave, we agreed that there is no need to close the playground at this point.

Financial Matters

Current balance is: £6,940.11 at 1st November 2020.

Including payments:

1. Moorhouse heating – boiler servicing - £354.00
2. Grundon bins £43.88
3. Castle Water £17.77

Paid in: None

To be approved: None

Meter Readings 03/10/20: GAS 12871 (12824) Electricity: 61705 (61453)

These readings have been submitted

Administrative Matters

Tree planting. Justin Keeble and the PC wish to plant 800 trees in the villages of which some may be at the rec. There are 3 areas where planting would be possible: North West edge, from pavillion to the the kissing gate, south west either side of the road entrance and the southern edge between the cricket net and the zip wire. ARC has agreed to these locations and further advice is awaited from the PC. JT has discussed this with Justin – need to find someone to take responsibility for the planting plan. Action: Justin Keeble to help ARC find a suitable candidate to lead this project. JT to liase.

Grundon. Agreed to see if we can reduce the £50/month expense of emptying the bins. Can we suspend the contract? JRI suggests that may need to keep the bins in action. Action: Jo Walshe. These are now being emptied every 6 weeks, starting 20th November.

Reports from Clubs and other Rec Ground Users

-

Fundraising and Social

Bonfire Night - cancelled

Safari Supper - cancelled

Maintenance

We now have a proposed list of jobs from Jeremy, which are placed at the end of these minutes (appended to .pdf). It was agreed that Jeremy is acting in ARC's best interests and we should proceed subject to PC agreement to spend up to £1,000 incl. VAT and materials. This will then trigger a review of what's been done and what is next.

The boilers will be serviced on Friday 9th Oct., "late morning". This will provide us with two in date safety certificates. Action: Kirsty is arranging. Completed.

Rec. Signage. The proposed signage (see yellow box) was reviewed in October's meeting where it was felt that it was inappropriate, unenforceable and counterproductive. The PC have agreed and suggest we re-word for something more like guidelines for fair use that could be displayed in a new external noticeboard on the verandah.

Action: Kirsty put the noticeboard -->ARC list. + Bob to think about wording.

However, the issue is really that we have footballers from outside the village coming to use the goals, (which are always available). We thought that locking the goals together using a combination lock may solve this problem.

Action: Get 2x cheap locks Kirsty → ARC list.

Development plans

There are not currently any development plans being pursued.

Monthly Tasks / Jobs Calendar

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Any Other Business

Picnic Benches

Guy Liverton has offered to donate two movable used picnic benches which he will refurbish. We agreed to accept this provided that they are safe to use. It has been confirmed that they are substantial and in good condition.

Action: Jo Walshe to liase with Guy in the spring of 2021.

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 | | |

| JOBS AT THE REC [draught1] MOD 1 £15pph plus materials | | HRS | COST |
|--|--|----------------|------|
| PRIORITY JOBS | | | |
| | | | |
| Plant room | remove, repair and refit leaking water tank expansion chamber, plus fix new valve | Plumber [£90?] | |
| | | | |
| woodwork | Fix the gutter leak and replace rotten veranda ceiling at The Lollingdon end, and paint. | 3 | 45 |
| | | | |
| Bough removal | The chestnut tree by the Lollingdon entrance has a large broken bough which requires cutting down. | 1 | 15 |
| | | | |
| Roof | Replace 4 broken double roof tiles | 2 | 30 |
| | Replace 'hedgehog' leaf protector on left of the dormer | 1 | 15 |
| | | | |
| Play area | Fence next to boules pitches requires a permanent replacement of the post to support the fencing | 3 | 45 |
| | | | |
| Main gate | The gate is breaking up. Push the tenon joint back into the mortice, glue and bolt/screw to hold in place. | 2 | 30 |
| | Adjust height of gate above floor to cure dragging | - | - |
| | | | |
| ballustrade | Repair top rail | 1 | 15 |
| | Relace missing spindles | 1 | 15 |
| | Reinforce joints with steel braces | 1 | 15 |
| | Sand-down and re-oil balustrade and support pillars with Tung oil [4coats] | 10 | 150 |
| | | | |
| Metal bannisters | Jolyon to contact original contractors to return to repair holes where the parts have been poorly welded. | ? | |
| | Paint | 3 | 45 |

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| Disabled ramp + Downs End & Kitchen entrances | <p>Re-seat stone slabs level with the drain.</p> <p>Remove drain cover and clear drain</p> <p>[Jolyon to contact original contractor to return and correct their mistakes– wrong grout, slabs not re-seated, drain cover cemented permanently, so drain cannot be cleared, drain part full of grout!]</p> <p>Remove rubble left by contractors around steps</p> | <p>?</p> <p>1</p> <p>?</p> <p>-</p> | 15 |

| OTHER JOBS [PRIORITISED JOBS IN RED BELOW ARE ALREADY LISTED ABOVE] | | | |
|---|--|--|------------------------------|
| Front door | New panel. Paint panel. Adjust door spring | 3 - | 45 |
| Corridor | repair crack in wall. [+ redecorate?] repair heating instructions notice on wall | 1 1 | 15 15 |
| Plant room | remove, repair and refit water tank expansion chamber, plus new valve | Plumber [£90?] | |
| Changing room 1 | New threshold strip (floor) Repair crack in wall Remove blocked shower heads to descale them descale all chrome work Deep clean toilet, sinks, floor, shower room Replace toilet rolls, hand towels, soap | 1 1 2 Cleaner [£15?] " " | 15 15 30 |
| Changing room 2 | New threshold strip (floor) Remove blocked shower heads to descale them descale all chrome work Deep clean toilet, sinks, floor, shower room Replace toilet rolls, hand towels, soap | 1 2 Cleaner [£15?] " " | 15 30 |
| Toilet block | descale all chrome work Deep clean toilet, sinks, floor, shower room Replace toilet rolls, hand towels, soap Men's & Ladies' toilets: Replace flush mechanisms | Cleaner [£15] " " 2 | 30 |
| Clubroom | Change blown lightbulbs Vacuum floor Remove protective covers on veranda doors & windows, clean and refit Replace door stops [Redecorate?] | - Cleaner [£15] 2 - - | 0 30 0 |
| Kitchen | Refit rubber floor rail Descale all chrome work, sink. Deep clean floor and all counter surfaces Refit clock Clear cupboards Inventory New upright freezer | 1 Cleaner [£15?] " - 2 - - | 15 ? 0 30 0 ? |
| Stockroom | Clean all tables and chairs Clean stockroom Clear stock room of rarely used items to store in the attic | 1 1 - | 15 15 0 |

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|---|---|----|-----|
| Attic | shelving | - | 0 |
| | Repair and reorganise notice boards | 1 | 15 |
| | Repair tressle tables and legs | 1 | 15 |
| | Repair spot lights | 1 | 15 |
| | Clean bonfire night carpets | 1 | 15 |
| | Sort & Store bonfire night and Astonbury posters & other equipment | 1 | 15 |
| | Stow beer tilts | - | 0 |
| | Walkie –talkies | - | 0 |
| | Sort & store gazebos and check for ropes & tentpegs | 1 | 15 |
| | Sort & store tug of war rope & other games | - | 0 |
| | Check consumables stock | 0 | 0 |
| | Inventory | 1 | 15 |
| Whole pavilion | Remove light covers and clean out dead bugs! | 2 | 30 |
| Pavilion– Outside | | | |
| Shutters | Clean all shutters inside and out [that’s 12] and windows | 3 | 45 |
| | Remove protective covers on the veranda doors & windows, clean and refit | | |
| | Entrance shutter- Redrill and re-attach shutter bottom | 1 | 15 |
| woodwork | Sand down & repaint the white soffits on the gable ends and dormer. | 10 | 150 |
| | Fix the gutter leak and replace rotten veranda ceiling at The Lollington end, and paint. | 3 | 45 |
| | Repair/replace ends of the soffits, paint | 2 | 30 |
| ballustrade | Repair top rail | 1 | 15 |
| | Relace missing spindles | 1 | 15 |
| | Reinforce joints with steel braces | 1 | 15 |
| | Sand-down and re-oil balustrade and support pillars with Tung oil [4coats] | 10 | 150 |
| Metal bannisters | Jolyon to contact original contractors to return to repair holes where the parts have been poorly welded. | ? | |
| | Paint | 3 | 45 |
| Disabled ramp + Downs End & Kitchen entrances | Re-seat stone slabs level with the drain. | ? | |
| | Remove drain cover and clear drain | 1 | 15 |
| | [Jolyon to contact original contractor to return and correct their mistakes– wrong grout, slabs not re-seated, drain cover cemented permanently, so drain cannot be cleared, drain part full of grout!] | ? | |
| | Remove rubble left by contractors around steps | - | |
| veranda | Pressure wash and repair missing grout | 2 | 30 |
| | Recement loose veranda bottom step | 1 | 15 |
| | Replace light bulbs | - | 0 |
| | Repair electric socket under kitchen window | 1 | 15 |

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|-----------------|--|-------------------|------------------------------|
| Roof | Replace 4 broken double roof tiles Replace 'hedgehog' leaf protector on left of the dormer Remove and repair weather vane & refit [Clear gutters?] Remove moss on North side of roof with pressure washer | 1 1 2 3 | £45 |
| rear roof | Replace extractor fan cover– to prevent little furry friends and nasty wasps entering. | 1 | 15 |
| Downs End gable | Hanging down thingy | 1 | 15 |
| The Rec | | | |
| Seating | Restore the millennium seat [one of two by the tree at the Lollingdon end] | ?5 | £75 |
| Bough removal | The chestnut tree by the Lollingdon entrance has a large broken bough which requires cutting down. | 1 | 15 |
| Boules pitches | All the wooden sleeper are rotten and need replacing Seats need repairing. | Community project | |
| Play area | Fence next to boules pitches requires a permanent replacement of the post to support the fencing Check the swings for fungus Trees need sapling removal [Insert plastic grass-containing matting?] | 3 1 | 45 15 |
| Rec repair | Repair the JCB damage from last year's bonfire night: hoe out the weeds, sow with grass seed, (cover with protective cover), and fence off. This is two tracks, from the bonfire site, up to the zip wire and along to the main gate. | 10 | 150 Or Community project? |
| Zip wire | Clear foliage around the supports | 1 | 15 |
| Main gate | The gate is breaking up. Push the tenon joint back into the mortice, glue and bolt/screw to hold in place. Adjust height of gate above floor to cure dragging Security: to prevent unauthorised access [by travellers etc] the hinges need to have metal plates welded on top. At the moment, the gates can simply be lifted off their hinges! | 2 - 2 | 30 - 30 |
| Entrance | [Plant hedging around the entrance to prevent fly tipping?] Erect PC 'Rec users sign' –and one at Lollingdon entrance. | 3 | 45 |
| Garage | New light bulb Lift drain cover and clear drain | 2 | 0 30 |

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|-----------------|--|------|------------|
| Tractor & Mower | Tractor– service: check water, engine oil, gearbox oil, hydraulic fluid, PTO, fuel, leaks, tyres, battery [put on trickle charge for the winter]. Clean engine. Grease all nipple joints [wheels, steering, brakes, PTO, gearbox, suspension] Mower: remove covers and check rubber belts [replace or re-tension], joints, wheels, hydraulics, gear box oil, PTO shaft, Grease at all nipple points. Clean underside of mower housing. Remove 5 cutting blades, and refit resharpen blades | shop | £50? |
| Keys | More shutter keys required | shop | £50? |
| Adult goals | Replacement net | Shop | £123 |
| | Fitting net to frame+steel security clips | 1 | +vat 15 |
| Junior goals | Replacement parts | Shop | £20 |