

Attendees

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|----------|------------|-----------------|-------------|-------------|----------------|----------------|--------------|---------------|-----------|
| 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? | NO | YES | NO | NO | - | | YES | - | YES |

2018 Meeting Schedule

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|------|-----|------|------|--------------------------------|-----|-----|------|------|-----|-----|-----|
| 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. BP. We already have pricing from Playdale.

Financial Matters

Current balance is: £xx,xxx. Unknown. Fireworks have been paid for.

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: JW. We estimate that the cost will be approximately £600. Approved.

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.

Meter Readings GAS 0109031: Electricity: 54985

Administrative Matters

Tom Coates of Rustic Management Ltd has requested that he be allowed to park his trailer adjacent to the garage. This was discussed, and it was agreed that no charge would be made as gesture of good will since Tom is a regular supplier of good and services to ARC and ARC would be allowed to use the trailer and having Tom as a frequent, near daily visitor to the rec. would be a security benefit.

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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. This was discussed and agreed.

Action: JT to let Dave Kilcoyne know.

Fundraising and Social

Bonfire Night. Saturday 3rd November.

JW reports all is progressing well. AW is busy organizing and will provide list of people & responsibilities for the next meeting. BP will take care of the TEN and PRS.

It was agreed to buy another Chafer (Warming Drawer) and a budget of up to £300 inc. VAT was agreed.

Maintenance

2. I've refettled the dogbin bags which had been scattered by some juveniles, who were messing around with the beer barrels and climbing on the pavilion roof. Beer cans were left on the veranda; I don't think that they were from the village. I saw them go by when I was gardening and on on their way back. Random rec checks might be needed in the short term to make sure that there isn't an epidemic.

Action: JW. Get rid of the beer barrels!

Action: Jt. Ask Rustic Management to do the kids area could do with one final cut before winter.

Action: Jolyon. Talk to Rustic Management re the branches over the garage roof need cutting back now, and we should also check the back of the pavilion.

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>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>The tractor is coming to the end of its useful life and we need to decide how to proceed. We need to invite the</p> | <p>JRI</p> | <p>June 2018</p> |

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| | <p>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 / Albie arrange for skip over Astonbury weekend so we can fill it during the Sunday morning clear up. | 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 g. tea towels –washed regularly | <p>Fran Barlow.</p> <p>This needs to end up in a document somewhere.</p> | June 2018 |

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| | <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> | | |
| booking and hiring info | 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 19 th who are expecting one. Hirers need to be aware of no refuse collection (take rubbish home) until Grundon are up and running. | Fran Barlow | |
| 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 |
| Playground Checks | 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 1 st October and it was felt that a written record would be a good idea. | 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. There could be a smaller version on the Lollingdon entrance.</p> | Volunteer | Jun 2017 |
| Display Cabinet | Cricket club would like to create a memorabilia display in the pavillion. ARC is interested in having something wall | No current action | June |

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| | 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. | | 2017 |
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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) | 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 | | |