

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?	NO	yes	YES	NO	no	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
									5th	2nd	7th

Approval of previous minutes and minutes of special meeting

It was noted that Nigel Hawkey was incorrectly marked as attending the previous meeting in September. He was not present but Joanna Hart was.

Health and Safety Issues

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

- Large multiplay points 1 & 2
- Stepping mushrooms log

Action: Kirsty to coordinate.

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

Financial Matters

Current balance is: £7,373.53 at 1st October 2020.

Including payments:

- Grundon bins £44.09
- Castle Water £17.77

Paid in: None To be approved: None

Meter Readings 03/10/20: GAS 12824 (12783) Electricity: 61453 (61255)

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.

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

Reports from Clubs and other Rec Ground Users

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Fundraising and Social

Bonfire Night - cancelled

Safari Supper - cancelled

Maintenance

Jeremy Imbush has kindly offered to assist with clearing up the outstanding maintenance jobs over the next 12 months. We agreed to accept this offer and Kirsty would take overall responsibility to coordinate the work. We'll need to scope the work with JRI and agree the costs prior to starting.

Action: Kirsty to talk to Jeremy and integrate these jobs into the Maintenance Action List and see what we can distribute to other volunteers too.

Autumn tidy-up day. Since the March one was cancelled it was agreed to hold a tidy-up in September. Cancelled again, due to Covid. Hopefully we can do one next spring.

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

The baby change unit has been fitted. Many thanks to Claire and Matt Williams for doing this.

Rec. Signage. The proposed signage (see yellow box) was reviewed. We all felt that it was inappropriate, unenforceable and counterproductive. It was noted that we do expect non-villagers to support our bonfire night, hire the pavillion and turn up at Astonbury. Signs like this are not visible at other village recreation grounds in the locality. Action: Nigel to report back to PC.



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.

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		

Rospa Key observations for action - August 2020

Fencing

Observation	Decayed timber to posts
Action	Replace existing parts
Risk	Low

Basketball Posts

Observation	Missing backboard and net
Action	Replace
Risk	Low

Basketball court and hard surfaces

Observation	Slippery due to loose stones
Action	Sweep
Risk	Low

All Sports related equipment

Observation	Missing safety signage
Action	Add signage as appropriate: 'Do not climb on framework'; 'Do not hang on net'; 'Do not wear rings or other jewellery as these can get caught and cause injury'.
Risk	Low

Cableway

Observation	Generic and general risk associated with corrosion, not specific to our equipment
Action	Conduct appropriate dismantling inspection by manufacturer
Risk	Medium
NOTE	Fawns visually inspected cableway during replacement of seat parts and confirmed in writing that all appeared satisfactory

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

Observation	Gap at top of ramp with rope could cause finger entrapment
Action	Reduce / remove gap
Risk	Low

Small Multiplay

Observation	Worn grass areas
Action	Consider matting or improved grass
Risk	Low

Stepping mushrooms

Observation	Should not be placed near permanently installed items
Action	Remove wooden log from centre of circle
Risk	Low

Large slide

Observation	Uprights immediately adjacent to the slide are in the free-fall space
Action	Remove uprights
Risk	Low

Loose Tyres

Observation	Not secure and free falling space is obstructed
Action	Secure at least 1500mm from frencing
Risk	Low