

Astons' Recreation Committee

Minutes of meeting held at 20:00 on Monday 4th September 2017

1. Apologies

Clare Williams (CW), Susan Pallett (SP), Steve Falle (SF), Jolyon Tidmarsh (JT), Serian Sumner (SS)
John Smelt (JS)

2. Present

Jeremy Imbush (JI), Joanna Hart (JH), Bob Picken (BP), Nigel Hawkey (NH), Albie Welch (AW)

Jennie has resigned from ARC and is looking for someone to take over the monitoring of the defibrillator. This will be discussed by the Parish Council. The meeting expressed its thanks to Jennie for the time and commitment that she has devoted to ARC.

3. Minutes of last meeting

The minutes of the meeting held on 3rd July 2017 were agreed.

4. Matters Arising

JT will report at the next meeting on the dog poo and toy box signs

CW to report back on the wedding enquiry for September 2018.

CW to report back on ideas for organising bookings.

JH will speak to Peter Butcher about the repairs to the barbecue.

5. Health & Safety Issues

Jl identified some exposed concrete at the base of the small slide. It is clear that this is part of the installation of the slide. As a temporary measure, he and Ollie Wigg have dug some out and replace it with soil and bark chippings. Longer term we will need to put some rubber matting in.

JH reported that ROSPA have reported on their inspection. The key points to note are:

- The gate closes too quickly.- Task : Recommend work to allow gate to self close. Ideally gate from open should not close in less than 5 seconds
- Hard surface: slippery due to loose stones – needs fixing
- Zip wire: The traveller and the buffer tyre retain water. This may be partly why the traveller does not run smoothly - provide proper drainage. Also, traveller mechanism - Possible wear in the horizontal buffers inside the traveller which may be wearing the cable. The risk cannot be assessed but could be High depending on the wear. Task : Dismantle and inspect according to manufacturer's instructions
- Big climbing frame: Finger entrapment at top of ramp with rope. Task : Eliminate entrapment potential
- Small climbing frame: Bolts at sides of slide start are loose. Task : Tighten loose fixtures & fittings
- Toadstools: There is a stump within 1.5 metres of these, should be removed as in free fall area
- Metal Slide: need to extend safety surfacing at bottom of slide as ground worn away. Also a hole there that needs filling.

- Swings: Plan for replacement – needs to be done when 40% wear of wooden struts
- Trim trail: Rotten upright posts, need to plan to replace
- Fort: replace rotten wood

Jl and Ollie Wigg reviewed all the above and where possible carried suggested actions. The wooden struts on the swings and the trim trail are rotting, so ARC is keen to replace the trim trail, the swings and the fort in the next 12 months.

Some of the exposed concrete and brick at the top of the large slide has been dug out. A large piece remains to be removed.

The report also mentioned water collecting in the tyres that form the buffer and also the traveler. Fawns have advised that the water collecting in the tyres has previously been flagged as a low risk issue and it is safer to let it evaporate naturally rather than put a drainage hole in the tyre which could damage the mechanism. The traveler has not previously been raised and it was noted that the inspection took place shortly after a heavy rainfall. We will keep this under review.

The balustrades on the pavilion have become loose and need to be replaced. Jl is investigating whether the work is still covered by the builders' guarantee.

Jl has bought a first aid kit that he will put on the wall.

Jl will get a large key store for the keys for the 3 exits.

Jl has investigated a sign for the gate and has been quoted £1,000 for a glass sign. Jl to investigate a plastic version. We need to agree wording for the sign. Jl to propose wording. Everyone to keep an eye out for suitable sign manufacturers (if you see a good sign, the manufacturer should be stated on the back of sign)

6. Financial Matters

The account balance on 4th September 2017 was £32,605. Balance includes payments to Ollie Wigg for £495 for maintenance agreed at the last meeting and £90 for mowing the children's play area. There is a cleaning invoice to pay for July for £144.

Invoice for Ollie Wigg for additional work of £450 was approved, including repair works to address RoSPA concerns.

Jl has presented invoices totaling £1,193.29 for the materials for well overdue maintenance activities. The work required and the cost of the materials was more than initially envisaged. ARC approved the amount and will ask the PC for permission to make the payment.

7. Administrative Matters

We have been approached by a villager to put in a commemorative bench. ARC agrees in principle and would like to obtain PC approval as well. We will need to take into account the future plans for the Rec as to where we site it. Installation costs to be discussed.

8. Reports from Clubs and other Rec Ground Users

None.

9. Fundraising and Social

Safari Supper on 7th October. All plans are under control.

Bonfire night sub-committee meeting is taking place on 12th September. JH reported that the PC approved the increased firework budget of £2,200. Posters advertising the event will be removed promptly after the event.

10. Maintenance

Ollie Wigg completed the work identified at the previous meeting and additional tasks, JI identified including work related to the RoSPA inspection. Ollie completed this work satisfactorily under JI's supervision and has presented an invoice for payment.

The Richards have completed the work on their house and no longer need access through the Rec. BP will remind them of the need to reinstate the grass to its previous condition.

11. Development plans

Many thanks to JT and SS for running the open meeting on 22nd July. They will present a report at the next meeting.

12. Monthly Tasks / Jobs Calendar

CW has performed playground checks. JH to arrange PAT testing.

13. Any Other Business

14. Next Meeting

The next meeting will be on Monday 2nd October at the Pavilion at 7:30pm.

Remaining meeting dates for the rest of the year are:

Monday 6th November

Monday 4th December

Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Defibrillator check		
February	Playground checks Fire extinguisher check Defibrillator check	Meter Readings	
March	Playground checks Defibrillator check	Ensure payments up to date Final VAT return before mid-March Review Gas & Electricity contracts (expire end April)	Spring Work Day
April	Playground checks Defibrillator check	Prepare FY accounts Weed & feed grass Gas/Electricity contract renewal due	
May	Playground checks Defibrillator check	Internal Audit Meter Readings	
June	Playground checks Defibrillator check	AGM	Astonbury
July	Playground checks		

	RoSPA playground check Defibrillator check		
August	Playground checks Defibrillator check	Meter Readings	
September	Playground checks Defibrillator check	Prepare budget for next year	Autumn Work Day
October	Arrange & carry out PAT test by 14 th October Playground checks Defibrillator check	Present budget to PC	Safari Supper
November	Playground checks Boiler service Defibrillator check	Meter Readings	Bonfire Night
December	Playground checks Defibrillator check		