

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?	YES	YES	YES	NO	NO	YES	YES

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

The swings have been removed that were highlighted by ROSPA. Their replacement is dealt with later.

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: £25,798.37 at end of August.

Payments approved to be made:

- £115.80 for the ROSPA inspection.
- £165 for Tom Coates
- £60 for cleaning

Paid in: £30 hiring and £193.55 gas refund.

Meter Readings GAS - (now automatic) Electricity: - not taken

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

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Fundraising and Social

Safari supper. Date: Saturday 21st September.

Bonfire Night Saturday 9th November 2019. Albie Welch

Albie is now actively organising the event. It will be has last year and we need to find successors to shadow him on this event.

Actions: facebook page (AW), next village news (AW), village noticeboards (jolyon)

Fireworks ordered. First coordinating meeting due in 1-2 wks. Mike pallett doing posters. Facebook page updated.

Albie would like to have Inflatable bouncy castles, we need to ensure that it is covered by the PC's Public Liability Insurance in addition to the suppliers' insurance. Our insurance policy was requested from the PC Clerk.

Note that First Aid plan remains an open action since it is not on the Bonfire Risk Assessment.

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: is it an easy fix? If no, arrange a plumber.**

Consumables are running out. These need to be left downstairs so that the cleaner can use them. They are usually replenished every bonfire night. Toilet rolls, hand towels, dispense soap, bin bags, washing up liquid, cleaning things..?

It was agreed that we would flit round after each ARC meeting and check and then create a checklist based on that in the table at the end of this document.

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.
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.
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

Action: JT to the Richards' builder to get a quote (to address points 1 and 2).

Bolt under the Zipwire seat has corroded. Jolyon has contacted the supplier, Fawns and they are pricing up a replacement. In progress. **Action: Jolyon.**

Development plans – Swings

Luci Didrikson presented the ideas for replacing the swings (£10k) and adding a climb-over play cabin (£4k). It would also be nice to have another picnic table as there is only one now. It was agreed that we should ask the PC to approve the swings only, since this takes us down to £15k of cash with some building maintenance to deal with and it was felt that improvements should be covered by grants and that ARC money should be spent on essential maintenance.

Action: Bob Picken to prepare a briefing for the next PC meeting.

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.

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Monthly Tasks / Jobs Calendar

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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.

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:

Jolyon to ask JRI to see if he will do this for usand..

Bob to contact insurers regarding making a claim for the goal nets and defib.

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 fireman's pole on the main climbing frame still has only one bolt securing it at the top. It needs a replacement bolt of large diameter. The old one has pulled out of the wood and the hole is now too big, so the old bolt won't screw back in. The pole seems secure enough at the moment. <i>JT fixed this in August 2019, so now closed.</i></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		