

**ANNEX A TO
RECREATION CLUB MINUTES
Dated 20 April 2015**

RECREATION CLUB COMMITTEE ACTION REGISTER

REF	OCCURENCE	ACTION	Target (by when)	OWNER	STATUS
Maintenance & Repairs - 1					
1.6	Bowls green sprinkler system needs repair	Electrical repair (replace solenoid). Gary to forward quote to Sue early April. No quote rec'd contact Jeffersons	1/6/15	Sue	
1.9	Hedges	Outside hedges to be done by Gordon Tyler - £70/£100. Update – No invoice received as yet	1/6/15	Sue	
1.10	New Football pitch area	Ploughed, needs to be power harrowed then seed put down. Ross has quote of £2000, then seed will cost another £800. This is over budget so to refer to 13/5 PC meeting	20/4/15	Ross/Sue	Raise additional costs at PC meet
1.11	Ride on tractor	Has been taken for repair / maintenance. Completed – bill expected	20/4/15	Ian	
1.12	Scarifyer broken – needed urgently for bowls	Ross to contact IK to repair. ST to inform Chris when fixed- needed asap. Completed	ASAP	Ross/Ian	
1.13	Bowls Allett Mower needs servicing – cylinder and bottom blade need regrinding	Ross to contact IK. ST to inform Chris when this will be back. Waiting for Malcolm Gill	w/c 13/4 if poss	Ross / Ian	
1.14	Verandah repairs required at side of Clubhouse	Sheet ordered £34 + VAT	1/6/15	Ross	
Health & Safety and Housekeeping - 2					
2.1	No smoking signs to put up	Stickers laminated – need affixing – o/s	23/3/15	Need to reassign	
2.2	Redo Fire Risk Assessment after all clean-up work. Sue to arrange time with Gary now he is back on board as Fire & H & S overlap.	Extinguishers are not correct. Need some new and others replacing. Quotes req o/s	1/6/15	Ross	

2.3	Hazard survey is completed, risk assessments and remedial action done. Health & Safety Assessment needed	Health & Safety Assessments ongoing. o/s	1/6/15	Need to reassign	
2.4	Rubbish collection	Request bins from council – approved to order	1/6/15	Sue	
2.5	Ladies loo broken	Plumber in and fixed - completed	20/4/15	Sue	
2.6	Leak under sink in green building kitchen	Plumber in and fixed - completed	20/4/15	Sue	
Members Actions Required - 3					
3.2	Sports Teams Liaison	Need Cricket and Football fixtures for website and notice board. Cricket team will mow playing field in lieu of rents as previous years Nothing heard from Football as yet	1/6/15	Tracy	
3.3	Sean junior football – doesn't pay anything for rent – should he?	Sean has all required ins etc. Still a start up. We have asked for a donation to use of the facilities. O/s	1/6/15	Tracy	
3.5	New Club Agreements needed	Gary ongoing with these. Not needed til April but discussions required in advance – need to reassign now Gary left – Sue to work with Tracy on these. Completed	April	Tracy / Sue	
Marketing , Funding & Promotional items - 4					
4.2 next item					
Administration, Accounts , Insurances, Liabilities - 5					
5.1	Draft Constitution	Circulated for approval, will be voted on at AGM in May	May	Sue	
5.2	Inventory / Asset register to complete and be included in new insurance policy negotiations. Insurance via PC until Aug 2015 so asset reg not priority but still important	Sue to create asset register for next years insurance negotiation. 2 items to photograph (rollers)	2015 ins in July	Gary photos, Sue ins	

