

## MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHARNEY HALL & FIELD TRUST

held in St Peter's Church, Charney Bassett on Thursday, 8<sup>th</sup> June 2017 at 7:30 pm

<b><u>Present</u></b>	Lucy Gildersleeves (Chair)	St Peter's PCC Representative
	Mary Castle	Parish Council Representative
	Mark Ritchie (Secretary)	Elected village Representative
	Christine Trotman (Treasurer)	Village College Representative
	David Sibbert	Table Tennis Representative
	Helen Royan	Elected village Representative
	Lynn Brookes	Elected village Representative

5 members of the public

**Apologies** Diane Ewart, Jane Fry, Mike Newman

### AGENDA

- 1 Minutes of the AGM held on 9<sup>th</sup> June 2016
- 2 Matters Arising
- 3 Chairman's report
- 4 Treasurer's report
- 5 Updating Local organizations appointing Representatives to CHAFT
- 6 Welcome to Appointed Representatives of local organizations
- 7 Election of Village Representatives
- 8 Appointment of Signatories to make annual lottery return to Vale of White Horse District Council
- 9 Any other business

#### 1 Minutes of the 2016 AGM

The acceptance of the Minutes of the 2016 AGM as a true record was proposed by Lynn Brookes, seconded by Helen Royan and approved *nem. con.* The minutes were duly signed by the chair.

#### 2 Matters Arising

There were no matters arising

#### 3 Chairman's Report

Lucy Gildersleeves presented her Chairman's Report for 2016-17. She expressed her thanks to all Trustees for their hard work this year, to John Wright for keeping our bookings smoothly administered and for developing CHAFT's pages on the village website, and to David and Mahala Nellist for running the 100 Club. She wanted especially, this year, to thank Jane Fry and Mike Newman for everything they have done for CHAFT over the years and said that we wish them all the best and hope to see them often.

She stated that 2016-17 had been a busy year for big projects.

#### Charney Recreation Field

1. Replacement of the climbing frame and addition of new items of play equipment had been a key challenge. Researching alternatives and consulting our residents on these was a long process, for which thanks were due to Diane Ewart and Helen Royan. Unfortunately, we had difficulties with the company providing our chosen equipment – which turned out not to meet

the British Standards claimed by the provider. Happily, the problems had now been resolved and heartfelt thanks were due to Mark Ritchie for his strenuous lobbying, administrative and legal efforts in bringing this about.

2. The play bark had been weeded, turned and topped up this year and the fencing repainted, both of which were achieved with much help from teams of volunteers who turned out to labour – for which many thanks!
3. The field inspection regime had been updated and new volunteers recruited to carry out this unexciting but essential role.
4. New signs setting out the rules and expectations of use and emergency contact had been installed at the four entry points to the recreation field.
5. Mowing and maintenance rotas and tasks had been implemented.
6. The Memorandum of Understanding between CHAFT and the Parish Council, which clarifies the areas of responsibility for the different parts of the plot of land purchased from the County Council which includes the Charney Recreation Field, the woodland and Bridle Path, was still work in progress.

### **Village Hall**

1. A full spring clean, audit and health & safety check of all our hall resources and equipment had been completed. CHAFT had also benefitted from extra crockery donated by Jane Fry. The electrical items had now been PAT tested and a new regime for keeping this up to date had been introduced; faulty items had been dealt with. As part of this the quilting classes had taken advantage of the PAT testing to have all their equipment checked.
2. A new First Aid Kit had been prominently located in the vestibule.
3. The new board for noting problems and suggestions had proved helpful for speedy identification and resolution of issues.

The hall had continued to be well used by local groups, in particular the range of classes under the umbrella of the Village College, and by occasional individual bookings. We had had mixed success with CHAFT social events this year: there was minimal interest in the Valentine Cocktail Evening, so this was cancelled; the Quiz Night had been full to capacity and fiercely contested; we had run two events for younger residents, a Hallowe'en Party and an Easter Crafts event.

**Foci for the coming year** would include the Feast in September and a full overhaul and updating of our various policies for Field and Hall.

Following the report, a question was asked by one of the members of the public regarding security of Charney Field in relation to the risk of unauthorized vehicular incursions. The chair pointed out we do not own the rights of way which give access to the field from Buckland Road and New Road, so any access restriction would have to be on our land. We also are concerned to allow access from Buckland Road for emergency vehicles and maintenance (grass cutting etc). There must also be safe access for horses from Buckland Road. Gating would therefore be problematic, though a bollard with a combination lock might be an option. The Trustees would review this issue again.

### **4 Treasurer's report**

Christine Trotman tabled her annual report, and the accounts for the year ended 31 March 2017 which had previously been circulated to the trustees by email.

#### **Income**

Excluding grants 2016/17 £7,372 compared with 2015/16 £7,088

Hall Hire income increased mainly due to the hall being used twice as a polling station during the year for which the hire charge has been set at £320 per day. Other income streams remain fairly even year on year.

## **Expenditure**

Excluding play equipment general expenditure 2016/17 £2,711 compared with 2015/16 £3,914. The 2015/16 expenditure includes refurbishment of the hall roof and new football nets for the field. During the year expenditure on Charney Field, including replacement of the play equipment and new signage, was £26,450. This was funded by a grant from VWHDC of £9000, a grant from CLET of £600 and specific fund raising during the year of £1,732. The remainder was funded from The Charney Field Refurbishment Fund.

## **Balance Sheet**

Cash on deposit with United Trust Bank at end of 2016 was transferred to the current account in July 2016. United Trust did not charge the charity a penalty for early withdrawal when they understood that the money was to pay for the play equipment.

Cash held at HSBC at 31<sup>st</sup> March 2017 was £19,068. The cash balance includes the "100" club subscriptions paid in advance for 2017/18. It may be prudent to consider finding a charity deposit account for some of the funds in hand.

## **Total Funds**

The total amount of net income added to general funds for 2016/17 was £2,929. The Trustees agreed to transfer £4000 from general funds to the depleted Charney Field Refurbishment Fund. Total unrestricted funds held by CHAFT at 31<sup>st</sup> March 2017 are £18,476. These funds are held as follows:

General Funds	£3,594
Charney Village Hall Fabric Fund	£10,000
Charney Field Refurbishment Fund	£4,882

## **2016/17**

The year is likely to see a decrease in income from fundraising. It has been agreed with St. Peter's Church that the annual village fund raiser will be shared between the two organisations each year rather than having all the income every two years.

## **Auditor**

Our thanks to Richard Podd, Honorary Auditor, who has once again audited the Trust's accounts.

## **Questions and items arising from the Treasurer's report and accounts**

Regarding the bank account, it was agreed that CHAFT Trustees would consider at their next business meeting where best to put the accumulated funds on deposit in order to gain at least some interest.

## **5 Updating Local organizations eligible to appoint Representatives to CHAFT Trustees**

The Chair referred to the document previously circulated to trustees which indicated that the local organizations named in the Charity Commission Scheme for CHAFT as being entitled to appoint representatives are now defunct apart from St Peter's PCC and the Parish Council. Under the 1988 Scheme, Clause 9, and the 2002 Scheme, Clause 4 (2), CHAFT may resolve at a meeting of the Trustees to add the names of other organizations operating in the area of benefit to the list in Clause 6 of the 1988 Governing Document. The resolution must be passed by not less than two thirds of the trustees. Currently the only groups which have appointed trustees are the Charney Village College and the Table Tennis Club. However, it did not appear that these newer qualifying community groups appointing trustees have been formally recognized in this way. It had been suggested at the last Trustees' Management Meeting that groups using the hall should be able to appoint a representative as trustee if they wished. In discussion it was agreed that the groups organized by Village College are already represented by the Village College appointee. Therefore it was proposed by Lucy Gildersleeves and seconded by Christine Trotman that:

"the Trustees resolve to add the names of the Charney Village College, the Table Tennis Club and the Vale Islanders dance group to the list in Clause 6 (2) of the 1988 CHAFT Governing Document". This resolution was passed unanimously by the 7 trustees present.

The chair noted that there is no corresponding mechanism under the CHAFT Schemes to remove defunct groups from the list, other than by application to the Charity Commission under Clause 10. However there is no problem posed by this situation and if any of those defunct groups was to be revived, they could again appoint one trustee if they wished to do so, subject to an overall limit of 10 trustees (Clause 4, 1988).

## **6 Welcome to representatives from local organisations**

The chair welcomed the appointed trustees to the committee for 2017-18.

Parish Council	Mary Castle (+ one vacancy)
St Peter's Church PCC	Lucy Gildersleeves
Village College	Christine Trotman
Table Tennis	David Sibbert

## **7 Election of Village representatives**

The four currently serving Elected Village Representatives (Helen Royan, Diane Ewart, Lynn Brookes and Mark Ritchie) had expressed their willingness to continue to serve as trustees for a further year and there being no other proposals they were duly declared elected.

## **8 Appointment of Signatories to make annual lottery return to Vale of White Horse District Council**

The chair explained that by law CHAFT must make an annual return to Vale of White Horse District Council for the income it receives from operation of lotteries. The main lottery is the 100 Club which is a major source of income to CHAFT which assists with upkeep of our Hall and Field. CHAFT is very grateful to Mahala and David Nellist who run the 100 Club. The chair proposed that Christine Trotman and David Nellist, should be CHAFT's Returning Officers. This was seconded by Mary Castle and was unanimously approved.

## **9 Any other business**

There being no other business the meeting closed at 8.10pm