

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF THE TRUSTEES

Held in Charney Bassett Village Hall on Monday 21st January 2019 at 7.00pm

Present

Lucy Gildersleeves (Chair) (LG)	St Peter's PCC
David Sibbert (Vice Chair) (DS)	Table Tennis Group
Christine Trotman (Treasurer) CT	Village College
Peter Busby (Secretary) (PB)	Village Representative
Mary Castle (MC)	Parish Council Representative
Helen Royan (HR)	Village Representative
Bruce Royan	Field Safety Officer

Apologies

Diane Ewert, Village Representative
Iain McGregor, Parish Council Representative

Members of the public

None

AGENDA

1. Apologies for absence
2. Adoption of draft agenda
3. Approval of Minutes of previous meeting: 4th October 2018
4. Matters arising from previous minutes & Table of Actions
5. Questions from members of the public
6. Changes to the recording of minutes
7. MoU update
8. Charney Feast
9. Policies Update
 - a. Final approval where PB/DS are content
 - b. Input to Safeguarding Policy
 - c. Hall Capacity
10. Financial Update (CT)
11. 100 Club appointments
12. AGM Format
 - a. Personal invitation to non-Trustee helpers – and thanks
 - b. Request for each organisation to send at least one representative to this meeting to be briefed on the updated policy documents and specifically the Hall Conditions of Hire
 - c. Invitation to all villagers for a short briefing / discussion on the MoU, the Playing Field and its woodland area
 - d. Followed by wine and nibbles – those who wish can then leave prior to a short meeting of the Management Committee
13. A.O.B.
 - *Please note that minutes will now be numbered consecutively through the year starting from one. They will be prefixed by the year – '19.*

19.1 Apologies for absence. Apologies had been received from Diane Ewert and Iain McGregor.

19.2 Adoption of draft agenda. The draft agenda was adopted.

19.3 Approval of minutes. The minutes of the meeting of 4th October were approved by the meeting and signed as a correct record by the Chair. Action: PB to post on village web site.

19.4 Matters arising.

19.4.1 Dog Waste Bins. Following the initial rejection by the Parish Council of a bin at the Bridle Path entrance, other sites were discussed and discounted. It was agreed that the PC be asked to site a bin adjacent to the Notice Board at the Bridle Path entrance and confirm that the contractor would be able to empty it on a regular basis. Action: PB

Hard hitting posters would be sourced / designed (possibly by local children) and sited on the playground fence. Action: MC / BR

19.4.2 The Peter Davies Bench. Contact to be made with the Davies family. Action: LG

19.4.3 Football Nets. AntiPeck to be provided (LG) and applied (BR).

19.4.4 Chains / Padlocks on Buckland Road gate. Evelyn and Steve Campbell had confirmed that they were happy for their equipment to stay.

19.5 Questions from the public. There were no members of the public, and no questions.

19.6 Changes to recording of minutes. The secretary explained that it was not always easy to record the narrative of the meeting, as well as playing an active part. As a consequence, the preparation of the minutes was taking considerable time, which may not always be useful as the narrative might not be referenced. PB asked if it would be possible to record only the decision and the action. LG agreed, with the rider that if anyone had a key point, that it would still be recorded as before. Action: PB

19.7 MoU Update. The Trustees considered that there were sufficient funds to finance the removal of the tree stumps by grinding, although it would be hoped that the PC and the DC (through grant funding) would contribute. Action: PB to add Stump Grinding to the forthcoming MoU agenda.

19.8 Charney Feast. HR / DE are leading this event. It will be held on 7th September on the village green between 2 & 4 pm. Main Street will be closed. A children's entertainer will be booked for 4 p.m. BBQ at 5 p.m. Refreshments in the village hall. Actions: HR / DE to prepare spreadsheet with key deadlines; ALL to source raffle prizes; PB to contact Collins band and U3A Uke group.

N.B. At a meeting with LG, the trustees of Charney Manor presented a letter detailing the rules that were to be followed for events held there in the future. The trustees considered them to be somewhat severe, and would make the organising of a Feast / Fête almost impossible. It was agreed that the letter would be kept on file, but not signed. This decision to be reviewed at a future date if we wished to ask for the use of the Charney Manor facilities. Action: LG to advise Charney Manor trustees.

19.9 Policies. Environmental, Equal Opportunities and Safeguarding approved subject to minor changes. Hall Occupancy policy to be more direct and refer to 100 standing / 60 seated. Village Hall & Equipment Hire needs a re-write. Hire charges agreed at £5.00 / hour for residents and £20.00 for anyone else. Each village group needs to be issued with new documentation at the AGM. Policy Book to be available in the Village Hall. Action: Once the above has been actioned, PB to add to village web site. CT to review overheads prior to a rates review at the AGM.

19.10 Financial Update. The Treasurer presented a spreadsheet – there were no issues.

19.11 100 Club Appointments. Evelyn Campbell and Sally Hawkins now manage the 100 Club. They are liaising with David Nellist on the handover, and keeping good contact with CT. There are no issues with EC / SH entering the draw as long as the draw continues to be held in public in the village as before. A letter to be sent to David Nellist expressing our condolences and asking if he would allow us to put a plaque on the railway sleeper post in grateful memory of Mahala and her long service to CHAFT. **Action: CT has to deal with some Data Protection issues. PB to prepare letter for LG.**

19.12 AGM Format. Points as per the agenda substantially agreed. AGM at 1900 followed by the first meeting of the committee at 1930 to appoint officers and set dates. Then wine / nibbles for guests and a joint presentation with the PC to communicate the current status on the Tree Project. **Action: PB to create agenda for the evening.**

19.13 AOB

19.13.1 BR will participate in fund raising at his place of work ('Infineum UK Ltd'), where there is the potential to have the sum raised doubled. Bruce & Helen will be baking, and welcome any contributions.

19.13.2 CT asked if the cleaning team could be provided with a steam cleaner. Agreed with a budget of +/- £70.00.

19.13.2 MC suggested a Spring Clean was due. This would take a whole day, towards the end of February. **Action: PB to start a Doodle.**

The meeting closed at 21.20

19.14 2018 Action List. The following are brought forward from the 2018 Action List and renumbered so as to be consistent with the rest of this document.

19.14.1 Fire doors – establish current regulations with regard to gap between door and floor and take action accordingly. **Action: PB**

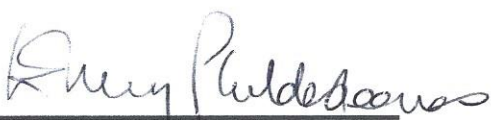
19.14.2 Toddler Latch – for kitchen doors. **Action: HR**

19.14.3 Replace Coat stand. **Action: DE**

19.14.4 Fix storage shed leak. **Action: PB / DS**

19.14.5 Scrap patio table. **Action: PB**

19.14.6 Review electricity supplier and change if appropriate. **Action: CT / DE**

X 

Lucy Gildersleeves
Chair

