

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF TRUSTEES

Held in Charney Bassett Village Hall on Thursday 25th April at 8.10pm

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
Diane Ewert (DE)	Village Representative
Ian McGregor (IM)	Parish Council Representative
Bruce Royan (BR)	Field Safety Officer
Sally Hawkins (SH)	100 Club Administrator

Apologies

Helen Royan	Village Representative
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Members of the public

None.

AGENDA

1. Apologies for absence
2. Adoption of the draft agenda
3. Conflicts of interest
4. Approval of Minutes of previous meeting – 21st January 2019
5. Matters arising from previous meetings and Table of Actions
6. Questions from members of the public
7. MoU Update
8. Fête Update
9. Table Tennis Proposal
10. Playground Inspection
11. Fire Safety Checks
12. Approval of the 2018 / 2019 Accounts
13. Reserves Policy Update
14. AGM Preparation
15. CHAFT Diary Review
16. Any Other Business

19.15 Apologies for absence. Apologies had been received from Helen Royan.

19.16 Adoption of draft agenda. LG indicated that the order might be changed so that SH could provide an update to the 100 Club. The draft agenda was adopted.

19.17 Conflicts of interest. PB pointed out that, as he was co-ordinator for the Charney Army he would be neutral when it came to discussing the disposal of waste on the field.

19.18 100 Club. LG introduced SH as one of the new coordinators for the 100 Club. SH explained that, apart from one or two issues with data protection, the handover had been very smooth. A significant number of members were now paying with bank transfers, which was making collection much easier. CT

had contacted Vale of White Horse District Council who had confirmed that it was in order for SH and Evelyn Campbell to purchase tickets.

19.19 Approval of minutes. The minutes of the meeting of 21st January were approved by the meeting and signed as a correct record by the Chair. **Action: PB to post on village web site.**

19.20 Matters arising.

19.4.1 PB had written to the Parish Clerk, but no reply had been received at this time. No action had been taken on the posters. **Action: MC / BR** Update (2nd May 2019) Parish Clerk advises that VoWHDC have refused our application.

19.4.2 The bench had been installed by PB and Pete Hawkins, and the original plaque added. Photos had been sent to the family.

19.4.3 AntiPeck has been applied, and PB has written to the Mowers.

The Table of Actions has been updated.

19.21 Questions from members of the public (MOPs). Despite publicity on the web site, and the parish notice board, there were no MOPs, so no questions.

19.22 MoU Update. PB explained that the felling licence was issued 'in principle', and that the density of tree planting had been changed from 1100 to 1600 per hectare. A meeting with Wessex Woodland and Mr Tim Fitzgerald O'Connor was being arranged in the very near future. PB had been asked to rewrite the MoU. Once the last two items had been completed, there would be another meeting of the MoU group. There was some discussion on how to deal with the waste created by maintenance (usually by the Charney Army) on the field. The conclusion was that, for the time being, occasional bonfires would be permitted, as long as due consideration was given to safety issues such as ensuring that they were extinguished. There would be more detailed debate within the MoU process.

19.23 Fête Update. DE presented a comprehensive spread sheet showing progress so far. Key points: -

- i. Application will be made to close Main Street, using existing 'Road Closed' signage.
- ii. Children's entertainers were too expensive.
- iii. Set Up and Strike teams needed to be organised.
- iv. Discussion on whether a BBQ / Picnic afterwards is viable, continue.
- v. CT holds a lottery licence.

19.24 Table Tennis Proposal. DS presented the proposal he wished to make to CLET for part funding of a new Table Tennis table. The existing one was past its sell-by date. Storage issues were considered to be manageable. The balance of the funding (i.e. not covered by a CLET grant) would come from Table Tennis section funds. CHAFT agreed to the application being made. **Action: DS**

19.25 Playground Inspection. BR presented his thoughts on the recent Playground Inspection Report. It was considered that any faults recorded were marginal and very low priority, and no action was required. However, an on-site meeting would be useful to generate a task list, including maintenance items. **Action: BR to arrange meeting with PB.**

19.26 Fire Safety Checks. PB confirmed that smoke seals had now been fitted to the bottom of all three fire doors, and that the doors were now compliant with the HMSO document "Fire Safety Risk Assessment: Small And Medium Places Of Assembly". However, we are not compliant with fire alarm / extinguisher testing and servicing intervals. **Action: PB to move the servicing contract from Executive Alarms (whose communication left a great deal to be desired) to ChurchesFire, who already service the extinguishes in the VH and the church. The costs of each service will be the same. DE to increase the frequency of the alarm tests, as well as sharing the procedure with others. DE to agree a date for the 2019 Fire and Safety Check.**

19.27 Approval of the 2018 / 2019 Accounts. CT presented the accounts. As Income exceeded Expenditure, there was an opportunity to increase reserves. It was agreed to add the surplus to the Field Refurbishment Fund, as this where most activity was anticipated in the forthcoming months. It was also

agreed that Hall Hire Fees would remain at existing levels. CT confirmed that our electricity supplier is now BULB, and we are using 100% renewably sourced electricity at a significantly cheaper rate.

19.28 Reserve Policy Update. CT has amended / updated the Reserves Policy. **Action: PB to update Policy section of village web site.**

19.29 AGM Preparation. PB summarised his understanding of the preparation and communication required, as well as the format of the AGM on 5th June. **Action: PB to implement.**

19.30 CHAFT Diary Review. A list of key dates would now be part of the Agenda template. As it was now 10.30pm, this topic was abbreviated. **Action: Trustees to suggest other Diary Dates to PB.**

19.31 AOB

19.31.1 BR confirmed that he will be raising funds with a cake stall, and needs contributions.

Action: BR to tell trustees what cakes he needs, and when.

19.31.2 BR asked if there was a CHAFT letterhead. **Action: PB to Have A Go.**

19.31.3 CT advised that Lynn Brookes has asked if a hook could be installed in the store room for the steam cleaner. **Action: Agreed.**

19.31.4 LG provided the text for a plaque in memory of Mahala Nellist to be added to the sleeper on the path to the field. David has also suggested that a honeysuckle (Mahala's favourite plant) could be planted in the adjacent hedge. **Action: PB to source brass plaque approx. A6 size.**

19.31.5 PB referred to an earlier email sent to trustees regarding potential grant providers, and whether any trustee might like to take on the project. There had only been three replies, but no one able to take the lead. Six more providers had been identified in the latest OPFA newsletter. LG pointed out that one – the Tree Futures Grant Scheme – involved children and might be relevant to the replanting scheme. Otherwise, we had no need for additional funds, and no need to pursue grants without specific projects. **Action: DE to research Tree Futures, and make grant application by the deadline of 17th May 2019.**

The meeting closed at 10.40p.m.

X

Lucy Gildersleeves
Chair

