

**MINUTES OF THE FIRST MEETING OF THE
MANAGEMENT COMMITTEE OF TRUSTEES OF CHAFT, 2018-19**

held in the Village Hall, Charney Bassett on Thursday, 30th May 2018 following the 2018 AGM

<u>Present</u>	Lucy Gildersleeves (Chair) (LG)	St Peter's PCC Representative
	Mary Castle (MC)	Parish Council Representative
	Peter Busby (Secretary) (PB)	Elected village Representative
	Christine Trotman (Treasurer) (CT)	Village College Representative
	David Sibbert (Vice-Chair) (DS)	Table Tennis Representative
	Helen Royan (HR)	Elected village Representative
	Diane Ewart (DE)	Elected village Representative
	Mark Ritchie (Minutes)	

Apologies Iain McGregor (IM), Parish Council Representative

AGENDA

1. Public questions
2. Election of officers for 2018/2019
3. Dates of committee meetings for 2018/2019
4. Charney Field update
5. Village Hall update
6. Fund-raising and social events: 2018/19
7. Any other business

1. Public questions

Bruce Royan enquired whether the Village Hall is advertised locally, as a means of raising income from bookings. It was explained that owing to the lack of available parking for the Hall it was not advertised outside the village (for example in the Community First Oxfordshire Directory). However LG suggested that it could be advertised as a local resource for private hire at the Fete and similar Village events. **Action: ??**

2. Election of officers for 2018/2019

The current officers: Chair (LG), Vice-Chair (DS) and Treasurer (CT) had signified their willingness to continue in post for a further term of one year, and Peter Busby (PB) had agreed to take on the role of Secretary, if elected. No further nominations for these posts were forthcoming. LG was proposed as Chair by CT seconded by DS and elected unanimously. DS was proposed as Vice-Chair by LG, seconded by MC and elected unanimously. CT was proposed as Treasurer by LG, seconded by DE and elected unanimously. PB was proposed as Secretary by MC, seconded by MR and elected unanimously. John Wright (JW) had signified that he would be happy to continue as Bookings Officer and Bruce Royan (BR) has agreed to continue to serve as Field Safety Officer. Chris Lea acts as deputy to Bruce. DE kindly agreed to continue as Health and Safety Coordinator for the Village Hall and Lynn Brookes had kindly agreed to continue organizing the Hall Cleaning Rota. Peter Busby agreed to take over managing the Goalmouth mowing rota. Lucy proposed and Christine seconded that they be appointed and this was approved unanimously.

3. Dates of Trustees' Management Committee Meetings for 2018/2019

- Thursday 26th July 2018, 8.10 pm (extra meeting proposed by DS to progress policy issues)
- Thursday 4^h October 2018, 8.10 pm
- Thursday 17th January 2019, 8.10 pm
- Thursday 25th April 2019, 8.10 pm
- Wednesday 5th June 2019, 7.30 pm (2019 AGM)

4. Charney Field update

4.1 Incident: Cycling route signs appeared on Bridle Path and Charney Field on 25th May. The signs caused some alarm, with efforts being made by the Parish Clerk and the CHAFT Secretary to locate and dissuade the organizers of the supposed cycling event. It eventually transpired that these signs had been placed by a group of bereaved parents staying at the Manor. They had been intended to guide walkers not cyclists. The Trustees agreed that signs should not be posted without the formal permission of the Trust and that for a guided walk, a simple map would be preferable. Arising from this incident, it was pointed out that CHAFT has no current policy regarding cycling on the field and this should be addressed in the Field Safety Policy. **Action: DS, PB and BR to consider and develop policy under item 4.2.**

4.2 Charney Field Safety Policy Drafting group: DS, PB and Bruce Royan (BR) to be agreed and convened in June to develop Charney Field Heath and Safety Policy by end of June (Item 10.1 of 3 May 2018, last paragraph). This should also include related aspects of field management policy along with safety (e.g. private hire or use for commercial purposes). **Action: DS to convene. PB to act as recipient of any ideas from trustees.**

4.3 MoU working group: PB to replace MR on the MoU working group and set up a doodle poll to establish a date when members of the MoU working Group can meet to continue work on the draft MoU. LG indicated that she would not be available for this until July. **Action: PB to liaise with Trevor Brown and convene group.**

4.4 Rabbit deterrence. Owing to constant rabbit damage new goal nets will be needed soon. However, these will also be damaged unless a long-term solution is found for reducing rabbit numbers on field. Currently the area round the nets is being sprayed with a safe feeding deterrent but this is a short-term solution and its efficacy is reduced by rain. **Action: Trustees to consider options.**

4.5 Bonfires. The current unsightly dumping of non-field rubbish on a bonfire heap on the rough grassland near to the play area was raised. It was suggested that use of this area for bonfires by Charney Army should be reviewed on grounds of child safety and risks of tree damage. It was agreed this should be looked at by the MoU Group and addressed in the safety policy, along with cycling. **Action: PB, LG, DS. To consider for MoU and Field Safety Policy.**

4.6 Further security measures (Item 7.3 of 3 May 2018). LG stated that IM and Pete were working on installing the post at the New Road entrance to the field agreed at previous Trustees' meetings. **Action: IM.**

4.7 Fence painting (Item 7.2 of 3 May 2018). It was agreed that a date in early September would be selected for repainting the fence. Date to be arranged by the Field Safety Policy Group. **Action: DS, PB and BR.**

5. Village Hall update

5.1 Snagging and maintenance (Item 8.2 of 3 May 2018). The second failed clock movement had been replaced in the Village Hall Clock by MR. He also repaired damaged doorway corners and fitted protective corner strips to the store doorway and a felt bumper strip to the chair trolley to reduce the severity of impacts when removing and replacing the trolley.

5.2 Electrical Survey. This has been undertaken and the report will be due once the work is paid for. The electrician took photos in the small roof space above the extension which showed that there is no insulation at all laid there. There is a wrapped roll of insulation lying to one side of the rood space. The electrician was unable to look inside the main roof void and this should be inspected as soon as possible to determine what insulation may be required to meet modern standards. The electrician confirmed that insulation can safely be laid over the electrical wiring. **Action: Trustees.**

5.3 Leaking storage shed. It was noted that the shed at the end of the hall is leaking rainwater and this needs to be addressed. **Action: Trustees.**

5.4 Sticking fire door. The fire door near the kitchen can be difficult to open and close and has been left open on occasion. The window above should be properly closed and kept closed. **Action: DE volunteered to checks these regularly and ensure they are closed.**

5.5 The annual clean and inventory check for 2018-19 needs to be scheduled and a further round of PAT testing may be needed. **Action: Trustees.**

6. Fund-raising and social events: 2018-19

6.1 May Day 2018. DE reported that the teas raised £215, only slightly less than last year's high total. She thought there might have been fewer people present than last year.

6.2 Charney Fete 2018 – Saturday 30th June. LG will liaise with the manager at Charney Manor over access. The Gate rota needs staffing. The Harp players will be in residence as usual and will play briefly for guests. Stalls are being prepared and fliers asking for help have been prepared. DE kindly offered to put these through doors with copies of Hanney News. **Action: DE to distribute.** Volunteers are needed on the Saturday morning from 9.30am and in the afternoon from 5.00pm to help set up and close down the event and the gate rota also needs staffing during the afternoon. Some help may also be needed on the preceding Friday afternoon to check over the gazebo poles etc. LG requested assistance in coordinating this effort and DS and BR volunteered to help organise this. **Actions: DS and BR to recruit volunteers. LG will produce and issue a map showing where stalls are to go before the day. LG, DE and HR will meet for planning.**

6.3 Halloween. This would probably not be on Wednesday October 31st 2018, but a date would be confirmed in due course. **Action: HR and DE to confirm date at July meeting.**

6.4 Armistice Craft Event – Sunday 11th November 2018. This will be considered further at the next Trustees' meeting. **Action: PB to place on agenda for July meeting.**

6.5 Quiz. LG reported this would be held in March 2019.

6.6. Other possibilities. HR suggested that a further social event might be organised around Christmas in the hall. MC suggested a games evening (e.g. Bridge, chess, crib, whist, Go etc). CT indicated that the Village College was considering having taster days for Bridge etc. This was in an early planning stage. **Action HR and MC to progress ideas and bring to July meeting.**

6.7 Fund-raising. LG reported that Pam's plant stall is doing well and had raised £250 so far. This was to be split between St Peter's Church and CHAFT.

6.8 Calendar of Events. It was agreed that planned events should be listed on the village website. **Action: PB to collate listings and pass to John Wright to place the calendar on the website.**

7. Any other business

7.1 Fire Risk Assessment and Health and Safety Assessment documents (Item 10.5 of 3 May 2018). BR volunteered to review these documents. **Action: DS, BR and PB**

7.2 Village College. CT reported that VC is looking at the possibility of family-oriented one-day workshops on Saturdays. One possibility was a clay workshop. This would be messy but it was suggested that plastic sheet could be spread on the floor and the floor washed down afterwards. LG suggested that willow weaving was another possible activity. Vale District Council will subsidise some activities for families.

7.3 Vale of White Horse DC Grants Scheme (Item 11 of 3 May 2018). This item was deferred for further consideration at the July meeting. **Action: PB to place on agenda for July meeting.**

7.4 Signatories. CT advised that Lynn Brookes and Mark Ritchie would be removed from the list of signatories, and replaced by MC and PB. This applies to both HSBC accounts and the United Trust Bank account. **Action: CT**

There being no other business the meeting closed at 9.45 pm

Amy Puddegens
20/7/18