

## Charney Hall and Field Trust Management Committee

### Minutes of meeting held 9 December 2019

#### Present

Trustees: Lucy Gildersleeves, David Sibbert, Mary Castle, Christine Trotman, Evelyn Campbell, Diane Ewart, Philippa McRobert, Helen Royan

Bruce Royan (Field Safety Officer)

Peter Busby (Woodland Project and MOU Officer)

Kate Belcher (Agenda and Minutes Secretary)

#### 1. Apologies

None

#### 2. Approval of minutes

Minutes of meeting of Management Committee held 14 October 2019 were approved as a true record and signed by the Chair (at that meeting, David Sibbert). There were no matters arising.

#### 3. Finance (Christine)

##### a) Financial update

The financial update (circulated prior to the meeting) was noted.

Kate Belcher has been added to the list of approved signatures for the HSBC and United Trust accounts. Peter Busby has been removed.

Christine reported that the finances were in about the same state as this time last year with nothing outstanding.

David reported that, having attended the Village Halls meeting in Kingston Bagpuize, when Hall insurance was discussed, our insurance appears to be fit for purpose.

Christine asked if she could move some funds from the current to the savings account. This was agreed.

**ACTION: Christine**

#### 4. Village Hall (Christine)

##### a) Maintenance issues

Christine reported that the lean-to shed roof has been re-felted and is now watertight.

A local decorator has been asked to quote for redecoration of the interior of the Hall. When he was on site, he pointed out that the fascias might need looking at in the not-too-distant future.

There had been concern that the far corner of the Hall looked damp but once it had been cleaned, it appeared to be fine.

Lucy asked if sound-baffling/sound-proofing might be something the committee would consider in the future and, if this is a possibility, interior decoration should be postponed until this was carried out. Should the committee consider a 5-year plan for the Hall?

*NB. David thinks we have a policy for this – discuss at next meeting*

##### b) Accident log check

No accidents had been recorded in the accident book.

The issue of how regularly the First Aid Box needs checking arose due to items going out of date/needing replacing and Philippa kindly agreed to take responsibility to check the box quarterly and update items when needed.

**ACTION: Philippa**

#### 5. Playing Field (David)

##### a) Management of the Playing Field Woodland Area (Peter)

Peter reported that a representative from Sylva had visited the woodland site in the last two weeks and had provided a bullet-pointed short report, with a more comprehensive report due during the week of 16 December.

Sylva provided three recommendations:

1. To retain trees and undertake regular H&S inspections
2. To undertake a 50% reduction of current trees
3. To clear fell and replant

Peter felt that their preferred option was number 3. There are perhaps 6 trees that need immediate attention that have been marked, with 3 of these being quite small and therefore could be dealt with by the Charney Army.

The committee were happy with the third proposal from Sylva but wanted to wait to read the full report and see what the cost of the project will be.

It is still not entirely clear how this project will be funded. David felt that we should make a decision that we can take back to the Parish Council and ask them how they can assist us financially. It is important that this is done quickly as the PC will be meeting early in 2020 to set their annual budget.

It is against this background that the Management Committee has considered the preliminary report from Sylva Consultancy and subject to confirmatory evidence in their final report proposes to use some of the Field reserve fund and ask the Parish Council for financial assistance for the:

(a) removal, as a matter of urgency, of any trees identified as potentially dangerous and a health and safety hazard and

(b) felling of all the remaining Aspens in 2020 at an estimated cost of £10800 (plus VAT but less the sale of the wood) or at a lower cost should that be negotiated via Sylva Consultancy contacts.

Additionally, the Management Committee wishes to discuss with the Parish Council ways of alleviating the cost of VAT within the context of the ACRE advice recently circulated and more long term issues relating to the funding of the Hall and Playing Field by the Parish Council.

It was decided that the members of the MOU working party consisting of Lucy, Peter and David will meet to discuss a response to the PC.

**ACTION: Lucy, Peter and David (before Christmas)**

#### b) Report of Safety Officer (Bruce)

In Spring 2020 the chippings around the play equipment will need digging out and replacing. New chippings will need to be bought. Mary suggested that residents could be asked to donate a bag of chippings. Christine is putting in a bid to CLET for new chippings.

The fence posts will need repainting at the same time.

A working party needs to be organised for the above work and it was suggested that this takes place outside of school holiday time.

**ACTION: David, Bruce and Peter**

There will be a check by The Play Inspections Company in February.

A golf ball has been found on the field and there was some suggestion that the field might not be the most suitable location for golf practice due to

safety concerns for residents and property. It doesn't seem to be a huge problem currently and Bruce agreed to keep an eye on the situation.

The rabbit problem was discussed. Peter has met with Tim Fitzgerald-O'Connor who is increasingly concerned about the problem in his pony field. Vale Game have reviewed the situation and regard it as a serious problem. The most effective way of dealing with the rabbits is by poison pellets but this will come at a cost (3-man team at a cost of £75 per hour plus £1 per poison pellet = £2/3000 minimum). Vale Game are prepared to liaise with Highways to cut back the hedge on the verge. Lucy asked the committee to consider cutting back the bramble thicket at the end of the field to try and stop the rabbits burrowing. This is a job Charney Army could undertake in January.

Lucy wondered if we could consider a nominal figure that we would be prepared to spend as approximately 10% of the rabbit problem is on the field. Mary thought we should wait and see what the total cost of the job is likely to be before we propose a definite sum. A figure of £500 was suggested but not agreed upon.

Peter asked Kate if she would send a letter of thanks to Tim Fitzgerald-O'Connor to thank him for his work mowing the grass on the field throughout the year.

**ACTION: Kate**

#### c) Dog waste bin

Trevor and Mary met with an officer from the Environmental Health to see the problem of dog waste in the village.

The EH are not prepared to put a bin on private land, not even on the footpath to the field.

Mary reported that Kingston Bagpuize and Appleton have their own private dog waste bins that they pay to have emptied but this must come at a considerable cost.

The officer will visit again in the spring and we need to communicate to villagers that they are not to pick up any waste they see prior to this visit so that a demonstrable need for a bin is evident.

She has sent signs that can be placed around the village. Bruce agreed to look at suitable locations.

**ACTION: Bruce**

#### 6. Events (Helen, Diane and Philippa)

##### a) Report from Halloween Party (Kate)

This was a very successful event which was well-attended.

##### b) Village Halls Week January 2020

Diane suggested that on the afternoon of 25 January 2020 a cream tea is served in the Hall to promote the Hall and what it has to offer, alongside stands to promote the village groups. Helen will contact groups in the village to see if they would like to attend to advertise their activities. An activity for children will also be on offer.

**ACTION: Helen**

#### b) Future events including May Bank Holiday 2020

Friday 8 May there will be the usual Maypole Dancing on the green with a VE theme including a fancy dress competition for the children.

Jackie and Ian at The Chequers might be keen to also hold an event on this day but it is unclear at present what this would be and whether this would take place immediately after the event on the green or in the evening. David will talk to Jackie.

**ACTION: David**

A possibility would be to hold a CHAFT event in the Hall, once the dancing has finished on the green, which could include singing. Evelyn's mum plays the piano and Evelyn will ask her if she would be willing to play for such an event. If the History Society would like to present a display, they could use the church. Helen will liaise with the History Society about this.

**ACTION: Helen**

An extra event has been suggested for Saturday 21 March. This would be a craft activity for dads to bring their children to, to make something for mums which can be given on the 22 March which is Mothers' Day. All agreed this was a good idea.

Lucy asked the committee to agree on a date for next year's fete. This was agreed as 5 September 2020.

### 7. Management and Administration (Lucy and David)

#### a) Google docs (Christine/Kate)

Christine has begun to create a possible online filing system for Google Docs which could be accessed by the entire committee. She will continue with this and then circulate it to members for their comments.

**ACTION: Christine**

### 8. Explanatory Guidance on the Governing Document

This has been circulated to the committee. Christine will resend with amendments.

Christine was thanked for her hard work on this document.

**ACTION: Christine**

This new summary needs to appear on the village website and the old governing document needs removing.

**ACTION: Kate**

## 9. AOB

David stated that some, if not all, of the policies are due for review. He suggested that we group them up and review four or five per meeting. David will send the complete list of policies to Kate for reference. The financial policies will be reviewed at the next meeting.

**ACTION: Christine/David**

David asked for an item on succession planning to be placed on the agenda for the next meeting.

David has sorted the old paperwork that has been stored in the Hall cupboard and has collated a box of old papers and files that need looking at to decide whether they are to be kept. Christine and David will look at this box together and dispose of what is not needed.

**ACTION: David and Christine**

Diane has a box of old DVDs that need rehousing. It was suggested that each member to take a few to distribute to charity shops.

**ACTION: Diane + Committee**

Date of next meeting – Monday 10 February 2020, at 6.30pm