

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 8th September 2016 at 8.00pm,

Present

Lucy Gildersleeves (Chair)	St Peter's PCC
David Sibbert (Vice Chair)	Table Tennis
Christine Trotman (Treasurer)	Village College
Mary Castle	Parish Council
Mark Ritchie (Secretary)	Village Representative
Diane Ewart	Village Representative
Helen Royan	Village Representative

AGENDA

1. Apologies for absence
2. Approval of Minutes of previous meeting: 1 August 2016
3. Matters arising from Minutes of 1 August
4. Treasurer's report
5. Charney Field management
 - 5.1 Replacement of children's play equipment: Dates and actions (Item 4.1 of 1 August 2016) (see also 7.3) Diane / Helen
 - 5.2 Repair and repainting of Play area fencing (Item 4.2 of 1 August 2016) Mark
 - 5.3 Health and safety
6. Village Hall management matters
 - 6.1 New storage for History Group archives (Item 7.1 of 1 August 2016) David
 - 6.2 Health and Safety (Item 5.1 of 1 August) Mark
7. CHAFT Fund-raising / social events 2016-2017: Updates (Item 6 and Appendix 2 of 1 August 2016).
 - 7.1 Report on family get-together (13 August) Lucy
 - 7.2 Cricket match progress (September/October) Diane / Helen
 - 7.3 Official Opening for Play equipment (see 5.1) Diane / Helen
 - 7.4 Children's Halloween Party (31 October) Diane / Helen
8. Any other business.
9. Confirmation of date of next meeting (currently 8.0 pm on Thursday 24 November, 2016).

1. Apologies:

Jane Fry Parish Council
Lynn Brookes Village Representative

2. Approval of Minutes

The Minutes of previous meeting of 1st August 2016, were approved without further alteration and were signed by the Chair.

3. Matters Arising

It was agreed that there were no urgent matters arising that could not be safely left to subsequent meetings. The Chair indicated that the issues of CHAFT Play Policy and Risk Assessment (Item 5.25 of the Minutes of 25th February 2016) and Hire Policy for the Field (Item 9.4 of 21st January 2016) should again be carried

forward for discussion at the November meeting. Actions: All trustees to provide any relevant materials for these policies, to Mark by 17th October. Secretary to develop policy outlines for November meeting.

4. Treasurer's report

Recent fundraising and donation income of £1516.62 had been re-allocated from the General Reserve to the Charney Field Refurbishment Fund as agreed under Item 4.1 of 1st August meeting minutes). A further donation of £280 towards the children's play area had been received from Julie Ingram-Johnson derived from income from an earlier quilting exhibition. Action: Secretary to write to Julie expressing thanks of Trustees.

A quote of £502 (net of Insurance tax) had been received from Ecclesiastical Insurance for annual Village Hall Insurance cover for the next three years. Tax has also risen so the full amount is £550 p.a. The Hall valuation has been raised from £202,000 to £210,000. Actions: Treasurer to find out a basis for rebuild valuation and circulate information to the Trustees requesting confirmation of their approval of the quotation by 16 September, since the premium is due on 23rd September¹.

The Insurance requires CHAFT to provide a copy of our Public Liability Insurance (PLI) policy summary to all hirers of the Village Hall. Actions: Treasurer to provide PLI summary document to current hirers and to John Wright and to request him to place it on Charney website and refer all future hirers to it. A copy also to be put on the noticeboard in the Hall.

Lucy (Chair) had printed some CHAFT Gift Aid declaration labels and affixed these to envelopes for use by donors. Action: Treasurer to give some envelopes to John Wright in case of donations.

Marian and Jim Gardiners had generously made a donation to CHAFT of £100 for the play area. Phil and Jackie Morgan had also kindly donated a prize of £100 towards the play area. Actions: Treasurer to write to thank the Gardiners and enclose Gift Aid envelope. Secretary to write to thank the Morgans and enclose Gift Aid envelope.

5. Charney Field management

5.1 Replacement of children's play equipment (Items 4.1 and 7.3 of 1 August 2016)

Diane informed trustees that Caloo now expect to start installation of the equipment in the week of the 3rd October, somewhat later than previously notified. Before that they will do a measured CAD plan drawing of the positioning of the play equipment for trustees to check and approve (or modify). She confirmed that Caloo have said they do not need to remodel the footprint of the bark chippings around the multi-play equipment.

Carol Cumming of Vale District Council had confirmed receipt of our letter of acceptance and said that payment of 50% of the promised £9,000 had now been authorized. The remaining 50% will be released when Diane uploads electronic copies of Caloo's invoices to the Vale website. Christine stated this had not been received as of 8th September².

Actions: Treasurer to ask our insurers whether they require an initial inspection as well as an annual inspection³. Diane to ask Caloo about their guarantees and standards compliance for equipment and installation.

Diane to ask Mike Newman if he could obtain quotes for play bark and to ask local companies if they would like to donate some or all of the play bark in return for publicity of their donation (e.g. logo on fence).

Signage. Helen and Diane confirmed that they did not see any current need for additional notices at the play area. It was noted that trustees have already approved the text for signs to be placed at the major entrances to the field (New Road and Bridleway). We now need urgently to obtain these, as we need to install in time for the opening of the play area which will be before the date of the next trustees' meeting. Lucy suggested a working party (WP) be formed (Lucy, Mary, Mark, Helen) to push this forward. Action: Mark to recirculate existing plan for notices on Charney Field. Lucy to convene WP.

¹ Christine emailed the brokers' leaflet on insurance valuation to Trustees on 9th September. As a rough guide they estimate rebuild costs to be £1,750 per square meter. Christine estimates the Village Hall to have a floor area of 78.12 m² so c 80 x £1,750 = £140,000. Given the requirement for high quality materials in Charney Bassett's Conservation Area the additional rebuilding sum insured of £70,000 may well be appropriate.

² However, the Treasurer has since confirmed that payment arrived in CHAFT's bank account on 9th September.

³ Christine has forwarded an email from the insurers to trustees.

A complaint had been received via Parish Council chair from a member of the public who had stapled unauthorized notices about dog-fouling to the play area fence. These had been removed in order to repaint the fence. The chairman stated that no notices should be placed on Charney Field without the authorization of the Trustees. Action: Secretary to write to complainant and explain policy.

Parish Council is meeting at 7.30 on Wednesday evening 14th September and will have some discussion of signage for dog fouling on their agenda. Action: Secretary to attend PC meeting as observer.

5.2 Repair and repainting of Play area fencing (Item 4.2 of 1 August 2016)

Secretary reported that the fence had been repainted in two 2.5 hour over 27th and 28th August by groups of 16 and 12 volunteers from the community. This had included painting the wooden surround of the swings area. The edging of the multi-play area has been left unpainted until after installation of the new equipment but ideally will need to be done before the opening. A message to thank the volunteers had been sent out from Charney Chatter by David. Lucy noted that a few bits of fence palings below the lower rails had been missed, notably on the first gate. Actions: Mark to patch-paint missed areas and arrange volunteers for painting of multi-play surround when appropriate.

Mark raised the question of whether the posts of the swings should be painted or treated with preservative. Action: Diane to ask Mike Newman for an opinion on what coating if any would be appropriate for the swings timbers.

5.3 Health and safety. The chairman proposed to have a Health & Safety as a standing item for both the Field and the Hall on each main public meeting agenda to ensure and demonstrate that checks are being made and any risks addressed. In the absence of reported issues trustees would move on to the next item.

Currently regular inspection of the Charney Field play equipment is done by Mike Newman with David as his deputy⁴. Mike completes a checklist which is lodged in the CHAFT filing cabinet and any required actions are reported to the trustees⁵. Caloo will require CHAFT to follow a specific inspection and reporting regime for the new play equipment to maintain warranties. Caloo will provide familiarization training for this process at the time of installation. Actions: Diane to find out when training will be available and inform David, Helen (and Mike if available) who will receive training with her. David to liaise with Mike to develop schedule for post-installation inspection needs which will combine Caloo's requirements with existing practice.

David proposed that for succession planning we should seek to recruit a younger person, possibly a father of children, to take on some field inspection duties. Action not specifically assigned to anyone?

David Sibbert asked where responsibility lies for tree-felling along public access routes adjoining Charney Field (e.g. along the Byway and footpaths) and for other field inspection and maintenance activities and the position on liability for any accidents. DS was concerned that management responsibilities and liability should be clarified between CHAFT and PC to avoid unnecessary duplication or failure of cover. He proposed to discuss this with Parish Council. Action: David to collect information on this from PC or elsewhere.

6. Village Hall management matters

6.1 New storage for History Group archives (Item 7.1 of 1 August 2016)

David informed the trustees that a new two-drawer filing cabinet has been purchased with financial assistance from the Parish Council to hold the village History Group archives. This cabinet is fitted with an anti-tipping device and now stands on top of the CHAFT cabinet. There is a folding steps kept alongside the cabinet to facilitate access. The keys will be kept by members of the group (not CHAFT) and the names and contacts of the key holders will be written on a label to be affixed to the front of the cabinet. Action: David to arrange labelling.

⁴ Mike has confirmed that he inspects and carries out safety inspection checks and minor maintenance on the play area and its equipment, the football goals, basket ball post and willow arbour, but not the woodland and shrubbery areas.

⁵ A sample of weekly inspection report sheets from October 2015 – January 2016 are appended to the minutes, to show the kind of checks made before and after decommissioning of the multi-play equipment. See Appendix 1.

6.2 Health and Safety

PAT Testing (Item 5.1 of 1st August 2016). Secretary had asked John Wright to hire PAT test equipment from Community First Oxfordshire and to conduct testing of hirer's electrical equipment over the coming months as mutually convenient for hirers and himself. John has acknowledged the request but has yet to schedule the inspection since classes have only just recommenced after the summer break. Action: Secretary to check with John on progress before November trustees' meeting.

Secretary had also requested John Wright to propose relevant alterations to the hire agreement to incorporate PAT testing. However it has emerged that there are currently no formal terms and conditions in use to which hirers sign up, whatever may have been the case in the past. If the Trustees develop suitable conditions, John is happy to put them up on the website. Action: Secretary to put Village Hall hire conditions as an item on November agenda⁶.

Hall Inventory and safety check. The chairman proposed that trustees institute an annual day for checking inventory and spring-cleaning of the hall. Action: Lucy to liaise with Mary and Christine to set a mutually acceptable date and to recruit additional helpers via Doodlepoll.

There appears to be no current accident record book in the kitchen. Action: Lucy undertook to purchase an accident record book and a first aid kit for the hall. A notice will be put up to ask users to use the accident book.

At the end of the trustees' meeting a broken stacking chair was found in the lobby. This has been removed for mending by the Secretary. Action: Secretary to mend and return chair.

Minor accidents. The Secretary reported that three of our cleaners have hurt their hands using one of the Vileda mops because of trapping skin under a loose plastic finial at the top of the handle. The finial has now been removed and the plastic top of the mop handle has been rounded off to prevent a recurrence. The other Vileda mop was found to have an exposed jagged metal edge at the top which has now been plugged.

7. CHAFT Fund-raising / social events 2016-2017: Updates (Item 6 and Appendix 2 of 1 August 2016).

7.1 Report on family get-together (13 August)

Lucy reported that this had been a success with 15 children and about 20 adult carers attending. The equipment provided by Helen had been very useful. There was much enthusiasm and Ruth Clements and Alex Jacobs had offered to help with the It's a Knockout event. There was excitement over the anticipated opening of the new play equipment.

7.2 Cricket match

It was agreed that the Cricket match should now happen on Sunday 25th September to give a little preparation time but to avoid colder October weather. It will not now coincide with the Official Opening, as that will now be in late October. Advertising will be via Charney Chatter. Actions: Helen to take lead in organizing and advertising and ask Bruce to help. Lucy to check availability of John.

7.3 Official Opening for Play equipment

The opening will need to take place at a weekend (most likely 29th October) once we are sure that installation is on track. We will need to formally invite those who have made personal donations, including Julie Ingram-Johnson, Phil and Jackie Morgan, Marian and Jim Gardiner, Ian and Jackie (The Chequers), and key local political representatives: Councillor Belinda Tilley (Oxfordshire County Council's cabinet member for children, education and families), the Chair of the Grants Committee and District Councillor for our ward. Action: Helen to confirm date to trustees and do invitations.

7.4 Children's Halloween Party (31 October)

Helen explained that the party for young children will take place from 4.30 to 6.30pm in the hall. There will be a voluntary donation (suggested donation £1). There will be music food and games. There will be a session carving pumpkins in the afternoon or children may bring their own which will be placed along Chapel Lane. Christine will supply safety lights to put in them. Publicity will be via Charney Chatter. Action: Helen to produce a detailed brief for the minutes and take lead in organizing and advertising the event.

7.5 Possible Bonfire Party for 2017

⁶ In the meantime please see attached 2016 edition of the ACRE Model Document Hiring Agreement for Village Halls from Community First Oxfordshire.

Helen floated the concept of a bonfire party with or without fireworks. There had been such events in the past but fireworks were expensive and required elaborate safety precautions. There had been serious concerns raised in the past regarding the danger to thatched roofs in the village. Action: Helen to ask Kay Adamson for advice and to research H & S and liability issues.

8. Any other business

David raised the subject of updating CHAFT's presence on the village website. Historical information has already been transferred to the new History Site. CHAFT information on the existing site is now rather dated and limited. David proposed to make a temporary site with a number of suggested elements including minutes (agreed final versions only), social calendar, CHAFT Policies, Village Hall hire forms and related items; list of current trustees, list of key-holders. Action: David to assemble website materials for approval by trustees. Secretary to supply list of key-holders.

9. Next Meeting

The next meeting of the trustees was confirmed to take place at 8 pm on Thursday 24th November as previously agreed.