

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 5th October 2017 at 8.00pm.

Present

Lucy Gildersleeves (Chair) (LG)	St Peter's PCC
David Sibbert (Vice Chair) (DS)	Table Tennis
Christine Trotman (Treasurer) (CT)	Village College
Mary Castle (MC)	Parish Council
Iain McGregor (IM)	Parish Council
Mark Ritchie (Secretary) (MR)	Village Representative
Helen Royan (HR)	Village Representative
Lynn Brookes (LB)	Village Representative

AGENDA

1. Apologies for absence
2. Adoption of draft agenda
3. Questions from the public
4. Approval of Minutes of previous meetings: 6th April 2017 & 8th Jun 2017
5. Matters arising from Minutes of previous meetings (6th April & 8th June)
6. Treasurer's update
7. Charney Field management
 - 7.1 Reporting of incidents/accidents, if any (Item 7.1.5 of 6th April 2017)
 - 7.2 Health and safety, inspection and maintenance (Items 7.1.1 – 7.1.3 of 6 April 2017 and Items 4.1 – 4.3 of 8th June 2017)
 - 7.3 Field gate and further security measures (LG) (arising from AGM)
 - 7.4 MoU with Parish Council and Clarification of responsibilities for Charney Field inspection and maintenance: (Item 7.1.4 of 6th April 2017)
8. Village Hall management
 - 8.1 Health and Safety (including reporting of incidents/accidents, if any)
 - 8.2 Snagging and maintenance matters
9. CHAFT Fund-raising / social events 2017-2018 (Item 7 of 23rd Feb 2017)
 - 9.1 Charney Feast / It's a Knockout Report back (LG & HR)
 - 9.2 Halloween party (Item 5 of 8th June 2017) (HR & DE)
 - 9.3 Other event plans
10. Policy matters
 - 10.1 Village Hall hire (Item 5.1 of 6th April 2017)
 - 10.2 Recreation Policy and risk assessment
 - 10.3 Charney Field Hire
 - 10.4 Safeguarding¹
 - 10.5 Investment¹
11. Vale of White Horse Capital Grants Scheme² (DS)
12. Any other business.
13. Confirmation of date of next meeting (Thursday 18th January 2018).

¹ Charity Commissioners recommend this for all charities and require it for larger ones.

² <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants/capital-grants-scheme>

1. Apologies

Apologies had been received from Diane Ewart (DE), Village Representative.

2. Approval of Minutes

The Minutes of previous meetings of 6th April and 8th June 2017, were approved without further alteration and were signed as a correct record by the Vice Chair in the absence of the Chair who had been held up by traffic.

3. Adoption of draft agenda

The draft agenda was adopted.

4. Questions from the Public

There were no questions from the public.

5. Matters Arising

There were no matters arising other than those already on the agenda.

6. Treasurer's report

CT enlarged on her year to date (YTD) Statement (to 30 Sept) which had been circulated to trustees. Charney Feast had brought in a net total income of £996.93 to CHAFT (50% of the proceeds shared with St Peter's Church). CHAFT has received a rebate on our electricity payments, but payments will continue at the current rate since the winter quarter will be more expensive and charges are expected to rise. The new gate for Charney Field had kindly been donated by LG, with a chain donated by IM and a combination padlock kindly donated by Mrs Anda Fitzgerald O'Connor.

The auditor had suggested that CHAFT should put some funds on deposit rather than in a current account. CT has opened an HSBC deposit account but interest is currently very low. CT had provided several deposit options with the YTD statement. The comparative interest advantage of longer term deposits was minimal and outweighed by the delay in being able to finance major works (as experienced with the play equipment). After discussion, it was proposed by MR, seconded by DS and agreed unanimously that CHAFT should retain £10,000 in the existing accounts and place the remaining funds into a United Trust 100-day account, with the option to withdraw up to 20% once without penalty. Action: CT to open United Trust 100-day account.

7. Charney Field management

7.1 Reporting of incidents/accidents, if any (Item 7.1.5 of 6th April 2017)

No incident or accidents had been reported except some accidental mowing damage to the play area fence pales which Tim O'Connor had reported to LG. MR confirmed that the pales have already been made good.

7.2 Health and safety, inspection and maintenance (Items 7.1.1 – 7.1.3 of 6 April 2017 and Items 4.1 – 4.3 of 8th June 2017)

Over the summer two cradles swings were replaced and the play bark was topped up. There were no new issues arising from recent field inspections. Bruce Royan had reported that minor flaws could be left until after the next external inspection (expected in December). MR noted that the loose fence posts that had been scheduled for repair over the summer had still not been dealt with. However there was no danger of the fence collapsing at present. Action: MR to remind Play Inspection Company to confirm their annual inspection.

7.3 Field gate and further security measures (AGM Minutes, item 3)

LG reported that a metal gate had now been fitted at the corner of Charney Field adjoining the track to Buckland Road to prevent unauthorized vehicular access. This action was taken following public concern expressed at the AGM about the growing number of illegal field invasions locally and after seeking advice from the police Traveller Liaison Officer and discussions with the Parish Council (PC). Adequate access for pedestrians and horses alongside the gate is still assured. MC queried why this action had gone ahead without providing more details to the PC as had been requested. LG apologised for poor communication with the PC but assured trustees that the gate complied with local authority regulations. Initially the padlocked gate chain had been loose and a local farmer, Mr Cotterell had lifted it off to bring in his vehicle to the bridle path beside the Charney Wick Ditch in order to access his adjoining ploughed field. He was informed that he would in future need to ask permission to bring a vehicle onto Charney Field. IM has now kindly provided another chain which should be kept looped tightly around the gate post.

Options to prevent unauthorized vehicular access to Charney Field via the footpath on New Road were discussed. IM proposed, seconded by CT, that a 6" x 6" post be inserted to a depth of 3 feet at the centre line of the path on the field boundary line (since the footpath itself does not belong to CHAFT). This proposal was unanimously approved. Action: IM to procure a suitable post and arrange with Pete Hawkins and/or others to erect it.

7.4 MoU with Parish Council and Clarification of responsibilities for Charney Field inspection and maintenance: (Item 7.1.4 of 6th April 2017)

MR reported that Parish Council Clerk, Trevor Brown, had been in touch by email on 2nd October, proposing a meeting to discuss an MoU as requested by CHAFT in April. Trustees agreed that LG, DS and MR should meet with Trevor Brown and colleagues to discuss the draft MoU previously sent to PC. Action: MR to respond to Trevor Brown and schedule meeting.

8. Village Hall management

8.1 Health and Safety (including reporting of incidents/accidents, if any)

No incidents or accidents had been reported on Hall premises since the last meeting.

8.2 Snagging and maintenance matters

MC asked if the clock outside the Hall could be repaired as one face had ceased to show the correct time. MR confirmed that the clock has two separate quartz movements powered by AA batteries, which could be replaced quite cheaply. Action: MR to check clock, source and fit replacement movement³.

MR noted that the plaster at the internal and external right-hand corners of the doorway of the storeroom was being damaged by the chair trolley. He proposed to source angled section rubber strips that could be applied to the corners to protect them from knocks. Action: MR to source suitable protective strip.

9. CHAFT Fund-raising / social events 2017-2018 (Item 9 of 6th April 2017)

9.1 Charney Feast / It's a Knockout Report back

HR reported that the Feast had been a success, with glorious weather and a good turn-out. The traditional nature of the event had been appreciated. The "It's a Knockout" games had not proved popular, but the dog show attracted many participants and was much enjoyed. Holding the event on Charney Field had worked well and provided adequate space for activities and car parking though providing power and water was challenging. Brian Hook had asked why the Green had not been used for the Feast. It was noted that this requires road closure permissions for safety and arrangements to be made with the Buchanans. It was mentioned that there was a restrictive covenant in place on Manor Farm House to permit the Village to use the paddock for an annual fête. MC suggested that this should not be allowed to lapse through disuse. Action: MC to ask Mrs Buchanan about the terms of the Covenant and report back.

9.2 Charney Fete 2018

LG will check with the Manor for a suitable date that fits their programme. Action: LG to confirm a date with Charney Manor before next trustees' meeting.

9.3 Halloween children's party (Item 5 of 8th June 2017)

HR reported that this would now take place in the VH on 30th October 16.30 to 18.30 and not on 31st. It would be as last year which had been enjoyed. This was a social rather than a fund-raising activity. There is an advertisement in Charney Chatter. Action: HR and DE to organise.

9.4 2018 Quiz

LG confirmed that she would organise a quiz in the spring on a date to be arranged. Action: LG to notify date for quiz at next trustees' meeting.

9.5 Other event plans

It was noted that evening events do not always attract interest. HR would like to hear any suggestions for future events. She suggested that there might be some celebrations associated with the Armistice that ended the First World War⁴. Action: Trustees to propose social and fund-raising events.

³ The clock has been checked and one of the two quartz clock movements has now been replaced (14/11/17).

10. Policy matters

10.1 Village Hall hire (Item 5.1 of 6th April 2017)

LG is developing this policy. In the past there has been a view that a formal hire agreement was unnecessary since all hirers are villagers, but it was noted that there is currently no specific policy banning hiring to individuals or organizations outside the village. However parking may be a concern if a group comes from outside. Priority should always be given to village users. LB stated that there is a policy not to loan equipment outside the village. As Bookings Manager John Wright would be consulted about bookings policy and design of the hire agreement. MR handed over to LG the only known copies of earlier attempts at drafting a loan agreement. Actions: Trustees to send any ideas and materials to LG.

10.2 Recreation Policy and risk assessment

This would now be put on hold until after the meeting with Parish Council on responsibilities for Charney Field.

10.3 Charney Field Hire

This has some overlap with 10.2 and should be deferred until we have an MoU with Parish Council.

10.4 Safeguarding⁵

Safeguarding policy impacts on Village Hall hire policy and the recreation policy. DS suggested there was a need for CHAFT to explore the interrelationship of the various policy documents which need to be developed or updated (minutes 10.1, 10.2 10.3 10.4,10.6. 12.1 and 12.2 refer) and develop a framework appropriate for our hall and playing field usage. Actions: LG/DS. MR to scan and send to LG and DS the Vulnerable Persons documents prepared in 2009. MR to ask Linda for any current information on Safeguarding policy and actions for charities.

10.5 Investment⁵

Managing CHAFT's limited capital does not call for a detailed investment policy. Nonetheless CT agreed to draft a succinct statement of CHAFT's policy on managing its funds. Action: CT to draft Investment Policy.

11. Vale of White Horse Capital Grants Scheme⁶

DS reminded trustees of the Vale of White Horse Grants Scheme (see footnote for details). It was suggested that the first tranche of the new financial year may be the best time to apply. DS mentioned the idea of an outdoor gym which had been proposed in the Community-led plan. Parish Council is intending to do a review of the Plan involving a consultation of some kind. HR noted that all-weather equipment is very expensive, with additional maintenance costs. MR suggested that it might now be worth considering some improvements to the Village Hall, given that we had just spent a considerable sum on Charney Field. Possibilities include improving the insulation to reduce heating bills and upgrading the electrical systems. At the CFO Village Halls meeting some committees said they had installed solar panels to offset heating costs. Despite the reduced feed-in tariff, with falling equipment prices it was suggested that the pay-back time for this was about 7 years, equivalent to an investment returning annual interest of 14%, with a continuing income stream thereafter.

Actions: HR to check costs of standard outdoor gym equipment items. MR to check insulation status. Trustees to give further consideration to identifying potential Village Hall and Playing Field improvements at its next meeting

12. Any other business

MR tabled two policy issues which had been the subject of the Community First Oxfordshire (CFO) Village Hall Local Area Meeting, held at Kennington Village Hall, 4th October. Trustees had been sent a summary of the meeting by email which was also distributed in hard copy to Trustees present.

⁴ 11 am on the 11th November 1918.

⁵ Charity Commissioners recommend this for all charities and require it for larger ones.

⁶ <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants/capital-grants-scheme>

12.1 Fire Risk Assessment

CHAFT's Fire Safety Instructions and Health and Safety Policy documents date from 2009, before the Hall was extended. To comply with the Regulatory Reform (Fire Safety) Order 2005, we are advised by CFO that we must: (1) appoint a "competent person"⁷; (2) conduct a Fire Safety Risk Assessment and record the findings; and (3) then put in place documented fire safety precautions as necessary. This should then be updated annually to take account of any changes. Action: LG, DS and DE to conduct Fire Risk Assessment and prepare draft findings and updated Fire Precautions.

12.2. Data Protection

Under the new General Data Protection Regulations which come into force on 25th May 2018, CHAFT must audit our use of personal information and prepare a Privacy Notice following ICO⁸ guidelines. Action: CT with assistance from John Wright to audit CHAFT use of personal data and prepare short draft Privacy Notice for website.

13. Confirmation of date of next meeting

The next meeting of the CHAFT Trustees will take place on Thursday 18th January at 20.00 hrs in the Village Hall.

The meeting closed at 21.40

⁷ DE currently performs fire alarm and lighting checks, so could become the "competent person", with her agreement.

⁸ Information Commissioner's Office