

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 18th January 2018 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
Diane Ewart (DE)	Village Representative

AGENDA

1. Apologies for absence
2. Adoption of draft agenda
3. Questions from the public
4. Approval of Minutes of previous meeting: 5th Oct 2017
5. Matters arising from Minutes of previous meeting (5th Oct 2017)
6. Treasurer's update (Item 6 of 5 Oct 2017) (CT)
7. Charney Field management
 - 7.1 Reporting of incidents/accidents, if any
 - 7.2 Health and safety, inspection and maintenance (Item 7.2 of 5th Oct 2017) (MR)
 - 7.3 Further security measures (Item 7.3 of 5th Oct 2017) (IM)
 - 7.4 MoU with Parish Council: report-back on joint working group meeting of 29th November (Item 7.4 of 5th Oct 2017) (LG/DS/MR)
8. Village Hall management
 - 8.1 Health and Safety (including reporting of incidents/accidents, if any)
 - 8.2 Snagging and maintenance matters (Item 8.2 of 5th Oct 2017) (MR)
9. CHAFT Fund-raising / social events 2017-2018 (Item 7 of 23rd Feb 2017)
 - 9.1 Covenant for use of Green for Charney Feast (Item 9.1 of 5th Oct 2017) (MC)
 - 9.2 Date for Charney Fete 2018 (Item 9.2 of 5th Oct 2017) (LG)
 - 9.3 Halloween party report (Item 9.3 of 5th Oct 2017) (HR & DE)
 - 9.4 Quiz date 2018 (Item 9.4 of 5th Oct 2017) (LG)
 - 9.5 Other events (e.g. 1918 Armistice commemoration) (Item 9.5 of 5th Oct 2017) (HR)
10. Policy document development
 - 10.1 Policy & Procedures Framework Manual (draft emailed, DS)
 - 10.2 Hire of Hall by Village and Village Led Groups (Item 10.1 of 5th Oct 2017) (draft emailed, DS)
 - 10.3 Hire of Hall Booking form (Item 10.1 of 5th Oct 2017) (draft emailed, DS)
 - 10.4 Reserves Policy (see CT's email of 28th Sept) (draft emailed, CT)
 - 10.5 Investment Policy (Item 10.5 of 5th Oct 2017) (draft emailed, CT)
 - 10.6 Finance Policy (draft emailed, CT)
 - 10.7 Data Protection Privacy Notice (Item 12.2 of 5th Oct 2017) (draft emailed, CT)
 - 10.8 Safeguarding Policy (Item 10.4 of 5th Oct 2017) (pending, LG/DS)
 - 10.9 Fire Risk Assessment (Item 12.1 of 5th Oct 2017) (pending, LG/DS/DE)
11. Vale of White Horse Capital Grants Scheme, actions and assessment of possible projects (Item 11 of 5th Oct 2017)
12. Any other business.
13. Confirmation of date of next meeting (Thursday 19th April 2018).

1. Apologies

No apologies had been received.

2. Approval of Minutes

The Minutes of the meeting of 5th October 2017, were approved after deletion of repeated text after Item 7.4 and were then signed as a correct record by the Chair.

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 reported that she had opened a United Trust 100-day account with a deposit of £10,000 leaving £9,970 in the HSBC account. CT tabled her Statement of Financial Activities and Income and Expenditure forecasts. The forecast of excess income in 2017-18 has been slightly impacted by cessation of Patchwork & Quilting and Yoga classes which will have a more serious impact in 2018-19 of around £1200. DS pointed out that Hall heating costs will be reduced if there are fewer sessions; we can also forego the purchase of bark for the play area (£800) in 2018-19 as the PIC inspection in Dec 2017 has not raised this as an issue. See Item 7.2 for action related to the play bark.

7. Charney Field management

7.1 Reporting of incidents/accidents, if any (Item 7.1.5 of 5th October 2017)

DS reported the finding in October 2017 of materials related to consumption of "legal highs" which had been reported to police, who visited the field after subsequent reports of associated vehicles being parked nearby but found no one. There had been one recurrence more recently. Local residents are continuing to monitor the situation. Police should be informed if any illegal or antisocial activity is observed.

7.2 Health and safety, inspection and maintenance (Item 7.2 of 5th Oct 2017)

Bruce Royan had reported that one leg of the crab was slightly loose. This was not picked up as a safety issue by the Annual Independent Inspection by Play Inspection Company carried out on 15th December 2017 which had been emailed to Trustees. DE noted that this fault will be listed on the report sheets sent back each quarter to Caloo/Safe and Sound. The inspection report was briefly discussed. Only minor items requiring attention had been identified which were all low risk and non-urgent. As with previous reports, Trustees were irritated by the trivial nature of some "low risk" findings. The benches are left unattached to allow mowing and the algae on the basket-ball hoop is clearly not a safety issue. IM queried the need for contrasting paint on gates. LG explained that it may be beneficial for partially-sighted or young children to be able to see clearly where the exits are. Some non-compliant shackles and loose bolts were noted on the play equipment. It was agreed that DE, DS, MR and Bruce Royan would form a working group to review the report and any other issues (e.g. the crab) and formulate a responsive action plan. Actions: DE to convene working group. MR to raise issue of non-compliant shackles with Safe and Sound Playgrounds.

LG proposed that we should organize two sessions of raking to keep the play bark in good condition and reduce composting. These were agreed as 10 am on **Saturdays 24th March and 8th September 2018**.

Action: all available trustees to come along with a suitable rake and join in on these days.

7.3 Further security measures (Item 7.3 of 5th Oct 2017)

IM reported that in discussion since the last meeting it had been suggested that a fold-down post would be preferable to a fixed post, to allow vehicular access. However, it was noted that the track from New Road is narrow and is a designated Public Footpath and there should be no need to use it for vehicle access onto the field, given the existence of the Buckland Road track. Trustees agreed that we should continue with the duly proposed and seconded resolution of 5th October 2017 to place a fixed wooden post: *"a 6" x 6" post ...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)"*. IM kindly agreed to implement that resolution. Action: IM to procure a suitable post and arrange with Pete Hawkins and/or others to install it.

7.4 MoU with Parish Council: report-back on joint working group meeting (Item 7.4 of 5th Oct 2017)

MR reported that the first meeting of the joint subcommittee, consisting of LG, DS and MR for CHAFT and David Roberts, David Nellist and Trevor Brown for PC, had taken place on 29th November 2017. This had introduced the main issues needing to be resolved and had revealed a need for some additional information. A further meeting has been scheduled for **22 February 2018** to progress this. LG noted that the discussion had been very positive, although some issues are quite complex. There was a shared commitment to seek the best interests of the community. Action: MR to liaise with Trevor Brown to produce an agenda for the 2nd meeting.

8. Village Hall management

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

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

8.2 Snagging and maintenance matters (Item 8.2 of 5th Oct 2017)

MR has replaced one of the two **clock movements** (cost less than £10.00). The other one has now stopped working and needs replacing. Action: MR to source and fit 2nd replacement movement before next meeting. MR has yet to locate suitable **angled strips** that could be applied to the store door corners to protect them from knocks. Action: MR to source suitable protective strip before next meeting. Derek McClintock has kindly fitted the **additional wall lights** as requested by LB. These are a good match for the original ones and clients are pleased with them.

9. CHAFT Fund-raising / social events 2017-2018 (Item 7 of 23rd Feb 2017)

9.1 Covenant for use of Green for Charney Feast (Item 9.1 of 5th Oct 2017)

MC had been unable to see Mrs Buchanan to clarify if there is a covenant in place on Manor Farm House to permit the Village to use the paddock for an annual fête, but doubted if there is. LG explained that when the OCC had owned the paddock the village had regularly been able to use it for Charney Feast and continued access had been a stipulation in the sale. It is unclear whether this is backed by a formal covenant or merely a customary arrangement kindly allowed by the owner¹, so it would be important to approach the subject diplomatically. Action: MC to enquire further about the supposed Covenant and report back to the next meeting.

9.2 Date for Charney Fete 2018 (Item 9.2 of 5th Oct 2017)

LG reported that the Manor were suggesting either Saturday 23rd June (if their residential clients agree) or 30th June. She will follow up to confirm. DE and HR agreed to help LG with the basic organization. As usual a lot of volunteers will be needed to erect marquees and manage stalls etc. Action: LG to confirm a date with Charney Manor before the next meeting.

9.3 Halloween children's party report (Item 9.3 of 5th Oct 2017)

HR and DE reported that the party on 30th October 2017 had been a monster success with over 20 children attending. Food had been organized on a bring-and-share basis. It will be repeated on **October 31st in 2018**. Action: HR and DE to organize.

9.4 Quiz date 2018 (Item 9.4 of 5th Oct 2017)

LG confirmed **Sunday 25th March**, at 6 pm as the date for the quiz. Action: LG to promote and organize quiz.

9.5 Other event plans (Item 9.5 of 5th Oct 2017)

9.5.1 Armistice Centenary. HR proposed a celebration on the Centenary of the Armistice that ended the First World War (**Sunday, 11th Nov 2018**). LG mentioned national plans for a celebration with Church bells being rung at 11 am, afternoon and 7 pm. Beacons of Hope are to be lit in various communities. After discussion it was agreed that on Sunday afternoon 11th December, CHAFT will organize an afternoon all-age craft activity with refreshments in the Village Hall, to make lanterns by decorating a large stock of jam jars which are currently being stored by LG. A low admission price would be charged to cover the cost of lights to

¹ If there is a covenant this should have been mentioned in the online Title Register entry at HM Land Registry. This can be downloaded for a fee.

go in the jars (plus refreshments and hall hire?). After dark the lanterns would be taken down to the Village Green to make an illuminated installation in the shape of a poppy near the war memorial. Action: HR and DE to coordinate event.

9.5.2 May Day event. DE confirmed that she would be organizing the usual May Day event on the Green at 10 am on **Monday 7th May** and would need help to get the marquee erected on the Green. Action DE and HR + volunteers.

10 Policy matters

10.1 Policy & Procedures Framework Manual

DS introduced the proposed Framework Manual, emailed to Trustees earlier. This was welcomed as a means of keeping track of all CHAFT policies which would be made available on the village website. Acceptance in principle was proposed by DS, seconded by LG and approved unanimously. In the brief discussion LG suggested that if this was tabulated with columns for date of latest update and due date for next review, this would enhance its value in helping us to keep policies updated. Action: DS. DS asked trustees to look carefully through the list and advise of any errors and omissions. He pointed out that completion of the listed policy documents was already about 75% complete. Fire safety and Safeguarding now need to be prioritized. Action: Trustees to make any final comments ahead of next meeting.

10.2 Hire of Hall by Village and Village-Led Groups (Item 10.1 of 5th Oct 2017) and

10.3 Hire of Hall Booking form (Item 10.1 of 5th Oct 2017)

DS introduced the two documents and asked trustees to provide final comments by the next meeting. The aim is to have all or most policy documents available by the June meeting (after the AGM). It was noted that accident reporting should not include “near misses”. The meaning of “Accident” is defined in the Accident Book². LG suggested these could be logged on the snagging board in the lobby if they arose from a safety issue involving the Hall facilities. It was confirmed that it is CHAFT policy to have no dogs except Assistance Dogs in the Village Hall, and that CHAFT will not accept bookings for 18th Birthday parties in the hall because of the risk of underage alcohol consumption and associated damage and antisocial behaviour. DS noted that the Hire policy states that all relevant Safety-related Notices (once complete) will be found grouped together by the entrance doors into the main hall³. Action: Trustees to provide final comments well before next meeting.

10.4 Reserves Policy (see CT’s email of 28th Sept)

CT reintroduced the revised Reserves Policy which was sent to Trustees in September but was not formally approved at the October meeting. CHAFT has committed itself to review this Policy (originally prepared in Feb 2016) annually so we need to avoid getting too far behind. It was explained that we will be updating it again in 2018-19 and can deal then with any required revision of targets arising from changes in income projections. Approval was proposed by CT, seconded by DE and carried unanimously.

10.5 Investment Policy (Item 10.5 of 5th Oct 2017)

CT tabled the Investment Policy. Approval was proposed by CT, seconded by MR and carried unanimously.

10.6 Finance Policy

CT tabled the Finance Policy. Approval was proposed by CT, seconded by LG and carried unanimously.

10.7 Data Protection Privacy Notice (Item 12.2 of 5th Oct 2017)

CT tabled a Privacy Notice based on a thorough audit of CHAFT’s use of personal information, as required to comply with the new General Data Protection Regulations which come into force on 25th May 2018. Approval was proposed by CT, seconded by HR and carried unanimously. DS noted that in addition to Trustees (who have it), this needs to be copied to John Wright and the organizers of the 100 Club for information and compliance. Action: CT to email John Wright and David Nellist with copies of the Notice.

10.8 Safeguarding Policy (Item 10.4 of 5th Oct 2017)

This activity is ongoing. Action: LG/DS to develop policy for next meeting.

² “For purposes of reporting, an accident is any separate, identifiable, unintended external event resulting in physical injury that has occurred on the premises of the Village Hall”.

³ Note that separate copies of the large First Aid notice are deliberately placed on two walls of the Hall and in the kitchen and lobby to insure that in the event of an accident the information is to hand.

10.9 Fire Risk Assessment (Item 12.1 of 5th Oct 2017)

To comply with Regulatory Reform (Fire Safety) Order 2005, we are advised by CFO that we must: (1) appoint a “competent person”; (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. DE kindly agreed to assume the role of the “**competent person**” for the purpose of the Act. Action: LG, DS and DE agreed to meet on Wed 21st February 2018 at 19.30 in the Village Hall to begin the process of conducting the Fire Risk Assessment and recording findings and preparing updated Fire Precautions for completion by next meeting.

11. VoWHDC Capital Grants Scheme, assessment of possible projects (Item 11 of 5th Oct 2017)

11.1 Hall projects. MR tabled a list of possible projects that had been proposed by trustees (now updated and attached as **Annex 1**). Some items link well with others and might best be undertaken together or in sequence. For example, internal insulation of the main hall could be combined with acoustic wall lining. Redecoration would logically take place after completing any planned works on the walls and floor. Geoff Rumble had indicated that the roof was insulated at refurbishment and the kitchen and store walls were insulated, but the walls of the main old building did not receive cavity wall insulation, because of the danger of creating a damp bridge. DS proposed, on the advice of a community buildings support website he had visited⁴, that any environmental improvements should be made after an environmental audit of the Hall which should be conducted by a task group. The article proposed doing simple things first. MR suggested we should have the wiring tested by a qualified electrician as had been suggested in previous minutes and this was agreed. Action: MR to get quotes for wiring test.

11.2 Field Projects. HR stated that **outdoor gym equipment** costs were very variable, depending on exactly how many of which types of equipment were wanted. There were many manufacturers. CT suggested that the inclusion of outdoor exercise equipment in the Community-led Plan (CLP) had been based on a small number of responses to a questionnaire which did not ask open questions. The CLP will be due for review quite soon and we might await that process before pursuing this idea further.

IM raised the possibility of erecting an **Aunt Sally facility** on the Field. It was agreed to add this to the list so that proponents can provide more information for further discussion at a future meeting. LG asked Trustees if they wished to research the development of any of the proposals on the list. There were no takers.

Actions: MR to circulate updated list of projects. Trustees to give further consideration to identifying and prioritizing and developing potential Village Hall and Playing Field improvement projects by next meeting.

12 Any other business

DS noted that MR had indicated he would not be standing for re-election as a Trustee in June 2018. Trustees therefore needed to give early consideration to identifying a new Secretary to take office at the meeting which follows the AGM. This could involve also looking at how the Secretary role is organised and alternative approaches to recruitment, given that under our Constitution⁵ there are no further village organizations which can propose additional members and only three “elected members” (Village representatives) are permitted⁶. Actions: Trustees agreed to meet at 10 am on **Saturday 17th March** to consider these matters. MR will circulate a job description of the current duties of the Secretary and ask CFO if they have any advice on the use of Minutes Secretaries who are not trustees.

13 Confirmation of date of next meeting

The next scheduled meeting of the CHAFT Trustees will take place on **Thursday 19th April 2018** in the Village Hall. Action: It was agreed that because the Pilates classes preceding the Trustees’ meetings end at 20.00, **CHAFT meetings will now start at 20.10**.

The meeting closed at 22.00.

⁴ Community First in Hereford and Worcestershire. *Greening your community building*.

http://www.comfirst.org.uk/getting_started_on_greening_your_community_buildin

⁵ The Charity Commission Scheme of 1988 as amended in 2002.

⁶ However up to two additional members may be co-opted to the committee (Scheme, Clause 7) up to the total of 10 members (Clause 4).

**Annex 1. Assessment of possible CHAFT development/refurbishment projects
For support under Vale of White Horse Capital Grants Scheme**

(Item 11 of 5th Oct 2017)

Village Hall			
Possible Projects (or project components)	Proposed by	Source of proposal	Priority ?
Improved lighting in the hall	DS CT	Email 30 th Dec 2017 Email 8th Jan 2018	
Improved acoustics in the hall	DS	Email 30 th Dec 2017	
Redecoration of the hall	DS	Email 30 th Dec 2017	
insulation (roof, walls, windows, floor) to reduce heating costs.	MR CT	Email 8th Jan 2018 Email 8 th Jan 2018	
Upgrade electrical system ⁷	MR CT	Email 8th Jan 2018 Email 8th Jan 2018	
Install solar panels to offset heating costs and reduce carbon emissions.	MR	Email 8th Jan 2018	
Replace main hall floor with a better- insulated floor (with underfloor electric heating incorporated).	MR CT	Email 8th Jan 2018 Email 8th Jan 2018	

Charney Field

Possible Projects (or project components)	Proposed by	Source of proposal	Priority ?
Outdoor Gym / Exercise Equipment	Trevor Brown	In conversation with MR, referencing Community-led Plan proposal	
Aunt Sally facility	Iain McGregor	Meeting of 18 Jan 2018	

Possible actions without prejudice to these projects:

- Have the electrical wiring system tested
(previously suggested by electrician repairing heater switches)
 - Get an insulation survey done?

⁷ This might include installing remotely operated time switches and thermostats to pre-heat the Hall to an agreed temperature for sessions and then switch off the heaters after agreed time.