

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

Held in Charney Bassett Village Hall on Thursday 26th July 2018 at 8.10pm

Present

Lucy Gildersleeves (Chair) (LG)	St Peter's PCC
David Sibbert (Vice Chair) (DS)	Table Tennis
Christine Trotman (Treasurer) (CT)	Village College
Peter Busby (Secretary) (PB)	Village Representative
Helen Royan (HR)	Village Representative
Diane Ewart (DE)	Village Representative
Bruce Royan (BR)	Field Safety Officer

AGENDA

1. Apologies for absence
2. Adoption of draft agenda
3. Approval of Minutes of previous meeting : 30th May 2018
4. Playing Field
 - a. MoU with Parish Council – update on joint meeting 9th July 2018
 - b. Playing Field Safety Policy
 - c. Weekly playing field safety inspections and any related issues
 - i. Issues arising from the weekly checks
 - ii. Rabbit deterrent
 - iii. New Road entrance post
 - iv. Painting of fence
5. Village Hall
 - a. Fire Safety & Health and Safety Assessments
 - b. PPL / PRS Licence
 - c. Storage shed leak
 - d. Equipment disposal
 - e. Electrical installation report
 - f. Roof insulation
6. Charney Fete update (LG)
7. Vale of White Horse DC Grants Scheme
8. Matters arising from previous minutes
9. Financial update (CT)
10. A.O.B.

1. Apologies for absence

Apologies had been received from Mary Castle & Iain McGregor

2. Adoption of draft agenda

The draft agenda was adopted, with Matters Arising being put to the end

3. Approval of Minutes

The Minutes of the meeting of 30th May 2018 were approved and signed as a correct record by the Chair. PB referred to the minutes of the AGM held on the same day, and the item agreeing to send letters of thanks to the two retiring Trustees offering to write on behalf of LG. This was agreed. **Action: P.B. to write two letters for LG to sign.**

4. Playing Field

4.1 MoU. LG summarised. The meeting agreed to continue as a joint working group and agreed a constructive way forward. There had been reference to correspondence going back to 2008 /9 concerning the management of the woodland on the southern edge of the field, but nothing substantial had been achieved since, except for emergencies. LG advised that there would be a financial implication to move the tree project forward, and asked if £200 would be acceptable. CT asked about what we might expect to achieve in the long term. PB indicated that this sum is necessary to commence the project, but responsible management of the woodland cannot be ignored. DS Suggested that £200 is approved in case the Parish Council can't agree in the short term, but that 50:50 would be the outcome. LG proposed this way forward, CT seconded. LG emphasised the progress that had been made, and the improved mood in the group. **Action: PB to communicate with the Parish Council MoU group.**

4.2 Safety Policy. DS presented the newly created policy to the meeting. After some discussion involving BR, it was confirmed that Inspection Reports are still being sent quarterly by DE to the supplier of the play equipment under the terms of the guarantee. **Action: DE to confirm when the guarantee period ends.** The current report needs updating to reflect small changes in content, and the addition of the willow arbour, basket ball stand and notice boards to the checks. **Action: PB to update the Inspection Report and circulate to DE / BR for approval.** The role of the Safety Officer was discussed, especially whether the woodland area was included. LG pointed out that the woodland area would require specialist knowledge, and that, in any event, it was not a whole field check. The policy is quite clear in that the heading is **Playing Field Safety Procedures (excl. The Woodland area and CWD)**. The role of the Safety Officer also confirms the same extent of coverage. The role of the Safety Officer was agreed. LG requested that we are clear in our terminology i.e. Bridle Path refers to that thoroughfare bordered by properties such as Debar and 5, Barnfield, and bridleway refers to the path between the trees that goes towards Stanford In The Vale. In the Public Safety section LG asked how we should define 'young children', and what would be the situation if something happened and an adult wasn't there. BR considered that it was public open space after all, and we couldn't manage all events. The trustees agreed that no action was necessary. CT confirmed that the insurance was as described. Regarding a Cycling Policy, Option 2 (to have no policy) was agreed. As to the Hire Policy, LG's preference was for Option 1, with reference to a 'case by case' basis. This was agreed. Finally the Environment & Bonfire Policy was discussed. BR pointed out that it was impossible to control all fire hazards – cigarette ends, for example, were prevalent and impossible to manage. LG explained some of the greater risks. DS explained that his preference was for a combination of Options 1 and 2, with the expectation that Oxfordshire Woodland Group might be able to give advice as and when they do a survey under the guidance of the MoU group. This was also agreed. **Action: DS to finalise the Policy accordingly.**

4.3 Safety inspections and related issues. BR advised that the swing stanchions are showing cracks which would allow water to settle and freeze during the winter. He had found a product used in N American log cabins. In addition, the picnic bench had all but collapsed and joints of the armed bench at the New Road entrance (funded originally by the family of the late Peter Davies) had separated. It was mentioned that the family (David Munford Jones) had offered to help with the funding of a replacement. **Action: BR to follow up.** BR confirmed that Brian Trotman had agreed to deputise in place of Chris Lea. The Rabbit Deterrent applied earlier in the year was not working. LG suggested a product used in the chicken environment called Anti Peck. **Action: BR to follow up with**

LG. There was no change to the status of the New Road entrance post. Action: IM to report. The painting of the fence surrounding the children's play area could wait until 2019 it was agreed. Action: PB to diary.

5. Village Hall

5.1 Fire Safety & Health and Safety Assessment. DS summarised this detailed summary of the working group (DS, BR & PB) on a flip chart, grouping topics under four headings – Hire Conditions, Forward Diary, Maintenance, and Secretarial. The trustees took decisions on each item, which will be followed up as follows:- Hire Conditions (use of candles, electrical equipment, PAT testing and hirer responsibility) action DS. Forward Diary (Wiring tests, Fire warning tests and a master of log checks) action PB. Maintenance (Kitchen fire door update, storage) action PB & DS, Purchase of toddler latch for kitchen – HR. Coat stand purchase – DE. Secretarial (sundry notices) action PB. Patio table – present options at next meeting – HR.

5.2 PPL / PRS After some discussion, it was agreed that as there were occasions when recorded music is played in the hall, that a PRS licence was necessary. The annual cost, given that our income is less than £10,000 would be £49.00. Action ???

5.3 Storage shed leak. Added to Maintenance List. Action DS / PB

5.4 Equipment disposal. It was agreed that those items which are surplus to requirements would be distributed as follows:- sheep fence & water carriers – LG; swing seats – IM; heavy tables – LG. It was made clear that the Trustees would accept no responsibility for their condition, and this was accepted by the recipients.

5.5 Electrical Installation report. PB explained that the electrical installation had not passed the recent test. One fuse was rated higher than the capacity of the connected wiring, and there was no earth bonded to the water supply. The testing company, Quantum, had quoted £397 + VAT, so PB would source another quote. HR asked why previous tests had not picked up these faults. Action PB to arrange a further quote, look at past documentation and report back.

5.6 Roof insulation. The recent electrical survey had discovered that there was a roll of insulation in the small loft that had not been unrolled. Action PB / DS to use David Nellists's scaffold to gain access to loft and unroll.

There was a brief discussion about forming a Friends of the Hall Working Group to assist with odd jobs. DS to contact likely candidates.

6. Charney Fete Update

LG commented that this year was not as financially rewarding as last year, but given the weather and what was happening locally, was "amazed" that £1880 was raised. The 'backbone' stalls – Tea, plants, bric-a-brac and books - didn't do as well as expected. The 'participation' stalls – bowling, cow, eggs, tombola – did better. LG was very pleased with the overall result, and thanked everyone for their participation and support. There had been some confusion over requests for other charities to have stalls. £10 + 10% of the day's proceeds had been suggested, but this was not adhered to. The presence of a collection tin also caused concern as this potentially diluted CHAFT's income. It was agreed that there needs to be a policy for next year. DS commented on the massive input from the Gildersleeve family in the planning and preparation of the fete. While this

was much appreciated, it might present problems in the future if any of those circumstances were to change, and there should be some consideration of a documented plan agreed well in advance. Fete planning & preparation should be included in the master diary. **Action: PB** DS also mentioned that there had been some complaints about the parking arrangements, and that, subsequently, Steve Champion had offered the use of his field next time the fete was at The Manor. DS thought that the banner on the village green might benefit from an update, and that The Chequers had offered to sponsor a new banner that had flexibility to be used every year. CT thought that some new, more modern and easily manageable gazebos would be welcome, and that they are available on eBay for +/- £40.00. **Action CT to report back.**

7. Vale of White Horse DC Grants Scheme. DS advised that there would be a workshop between the 1st and 9th of September. The budget for the next round of grants to the Faringdon area is approximately £29k and it appears there is £22k left. **Action PB to register and add to the agenda of the next meeting.**

8. Matters arising.

8.1 Village Hall publicity Forward diary after the Conditions of Hire have been agreed.

8.2 Door sign Mind Your Head needed for door to storage room. **Action PB**

9. Financial update. CT summarised the accounts to the end of July 2018. There is a need to review the cost of our electrical supplies, and permission was sought by CT. DE offered to help with the review. **Action CT / DE**

10. Any Other Business

10.1 Armistice Event. Jars will be decorated with tissue paper & glue, with cable ties for handles. Publicity in August and September Charney Chatter, along with Halloween party. Theme will be Peace & Hope. **Action HR**

10.2 Annual Clean & Inventory Check To be agreed at the next meeting

10.3 Next meeting. PB asked why meetings were held after the Pilates sessions, especially as some trustees participated in same. As availability of trustees varies from week to week, it was agreed that PB would create a Doodle enquiry three weeks prior to the planned date of the next meeting. **Action PB**

The meeting closed at 10.25pm

Signed:- Lucy Gildersleeves 4th October 2018