

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

Held in Charney Bassett Village Hall on Thursday 4th October 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
Diane Ewart (DE)	Village Representative
Iain McGregor (IM)	Parish Council Representative
Bruce Royan (BR)	Field Safety Officer

Apologies

Mary Castle (MC)	Parish Council Representative
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AGENDA

1. Apologies for absence
2. Adoption of draft agenda
3. Approval of Minutes of previous meeting: 26th July 2018
4. Matters arising from previous minutes & Table of Actions
5. MoU Update
6. Policies Update
7. Financial update (CT)
8. Lottery Licence
9. VoWHDC Capital Grants Scheme
10. Fire & Health and Safety

a. Playing Field Safety – Dog Poo Bin

Following an email interchange between the Field Safety Officer, the Clerk to the Parish Council and the Co-editor of Charney Chatter it is proposed that CHAFT asks the Parish Council to pursue the installation of a dog poo bin near the junction of the Bridle Path and Bridle Way.

b. Bench Seating

At the recent MoU meeting it was agreed in principle that CHAFT would accept responsibility for seating on the playing field.

The Parish Clerk has been notified of the removal of the bench at the New Road entrance for safety reasons... This bench had been provided by public subscription in memory of a former PC Clerk – Mr Peter Davies – whose family had indicated that they would be happy to contribute towards the cost of a replacement if that was considered appropriate. The PC is of the opinion the bench should be replaced, and if CHAFT agree hope the bench would be suitably designed and of more durable material.

The PC resolved that the Clerk notify CHAFT of the views expressed and that the Parish Council would be prepared to donate £150 towards the cost of the replacement.

CHAFT is asked to consider its response to the Parish Council and the family concerned.

11. A.O.B.

- 1. Apologies for absence.** Apologies had been received from Mary Castle
- 2. Adoption of draft agenda.** The draft agenda was adopted, LG requesting that time was allowed for questions from the public in future. **Action: PB**
- 3. Approval of Minutes.** The Minutes of the meeting of 26th July 2018 were approved and signed as a correct record by the Chair. Action: **PB to post on village web site**
- 4. Matters Arising.**
 - 4.1.** CT asked if any action had been taken regarding PPL / PRS licenses. (Minute 5.2) PB explained that he had two conversations with PPL that week, and it had been confirmed that private events where copyrighted music was played / performed were exempt. Open, public events with a commercial theme such as a fete would need to be licensed. So a birthday party would not need to be licensed, but a fete would. It was possible to arrange one-off licenses. And copyrighted music played for an exercise class would need to be licensed, either by the venue or the organizer / instructor. LG proposed that we review all forthcoming events to decide on the likelihood of a license being required. DS suggested changing our Conditions of Hire, but it was agreed that it should be part of our event planning process. The conclusion was that we would not apply, but would keep the subject under review. **Action: CT to check whether instructors who use music had an appropriate license if their music was copyrighted. DS / PB to delete reference to PPL/PRS in Conditions of Hire.**
 - 4.2.** DE confirmed that the play equipment guarantee was for 25 years from 2016 (Minute 4.2)
 - 4.3.** There was no progress on the treating of the football nets (Minute 4.3). LG proposed that the nets be rolled up so that they were above rabbit height, and were then sprayed. **Action: LG/BR**
 - 4.4.** No action had been taken on the New Road post. (Minute 4.3) LG anticipated having access to a digger / auger, and would liaise with Pete Hawkins. **Action: LG**
 - 4.5.** It was agreed that the likely cost of replacing the patio table (Minute 5.1) was out of proportion to its benefit, and it would be scrapped. **Action: PB**
 - 4.6.** The update to the electrical installation (Minute 5.5) was due to be made the following day. Regarding the question (HR) as to why these faults had not been reported before, PB advised that he could find no record of a similar, comprehensive test ever being made. It was determined that this test should be completed at least every five years, and would be put in the CharneyChaft Google Diary. DS asked if the electrician would be able to unroll the insulation (Minute 5.6). **Action: PB**
 - 4.7.** LG circulated a proposed policy regarding the involvement of charities and other local organizations at CHAFT events (Minute 6). It was also agreed that the 2019 Fete would be held on the first Saturday of September – the 7th. LG asked for volunteers to coordinate the planning, and DE/HR offered, and CT offered to help but not to lead. LG asked that they started the process immediately. Action: **DE / HR**
Also PB / DS to add policy to the list of approved policy documents.
 - 4.8.** The subject of publicity for the hall (Minute 8.1) was held over again.
- 5. MoU Update.** LG summarized the latest meeting of the MoU group. Overall, the mood was very positive, with a constructive, forward looking approach from both teams. The aspen trees were now the single biggest issue affecting the talks, and LG summarized the report from Wessex Woodland that there were two options available to deal with the real danger presented by them. Option 1 was to deal with the most serious / dangerous

trees now, and then as an ongoing process. This would cost less up-front, but more over time, as the trees would become more dangerous as they aged. Option 2 was to remove all of them in one operation. LG listed the benefits, and pointed out that Option 2 would allow us to recoup some costs through the sale of the timber. LG went on to say that this was not really part of the MoU process, and so it would be returned to the parent groups for discussion and decision. David Roberts (DR) and Trevor Brown (TB) were in favour of Option 2, but recognised that this might be nerve-wracking for the community, and would need a planned communication strategy.

Discussion re grants followed – specifically the need to approach GWR (which might not be available until April 2019?) and Toe2 for initial thoughts about viability. Given the urgency of the project, it was felt that there wouldn't be time to go through the grant process for the felling, but there might be potential for the reclamation and replanting. CHAFT considers the stump grinding to be the second stage of the project.

DS pointed out that it has now been nine years since the trees were identified as unsuitable, and that 12 trees have now been marked as very dangerous to the public. The Parish Council has restricted available funds, but understands that they have reserves which might be available. DS wants to move now, and offer £3,000 to a joint fund. IM was concerned that the topic had been handled with some secrecy, but was in agreement with DS that the process should begin as soon as possible. LG didn't feel that there had been any secrecy, but this was the first CHAFT meeting since the last MoU meeting, and that it was the same for the PC. CT agreed that we had responsibility to make a decision and act accordingly. Community consultation would be important, and that would also have input to the re-planting. DE wondered if some might be concerned that CHAFT's fund raising efforts hadn't been for felling trees on this scale. LG repeated that presentation was key.

LG proposed that the CHAFT trustees mandate the CHAFT MoU group (LG / DS / PB) to return to the MoU group in favour of Option 2 – total fell as soon as possible – along with some funding from CHAFT reserves. The PC should be asked to brief the project, and CHAFT would pay a proportion of the PC invoice. DS suggested we should offer 50% of the costs up to a maximum of £3,000.00. There was a unanimous positive response. LG brought forward item **10b** – Bench seating. IM posed the question of whether we should have to replace memorial benches etc, but it was generally thought that as the PC and the family of Peter Davies were happy to contribute funds we should also show willing in this case. LG thought that, for future memorials that plaques could be taken from unsuitable furniture and fixed to some sort of memorial board. PB shared the brochure of a company making furniture from re-cycled plastics – Marmax. The cost of an appropriate bench would be in the region of £300.00 + VAT. LG would take the brochure to the family representative. CHAFT would make an offer to contribute to this particular bench. **Action: LG to share brochure.**

- 6. Policies Update.** PB summarised progress so far in that all the completed policies had been circulated to Trustees, and there had been no objections except for some need for clarification by DE / BR. This was circulated, in context, along with some clarification by DS. Key points were that personal liability was covered on the field, that the arbour is managed by CHAFT who might ask the Charney Army for help with maintenance, that CVU stands for 'Children and Vulnerable Adults', and having a CVU officer might be restrictive (what if they weren't available?), the weekly fire checks could be handled by whoever was on the cleaning rota for that week (DS would talk to Lynn Brookes). Regarding the parking concerns, there would be reference to being 'sympathetic to residents of Chapel Lane' etc. DS summarised, and referred to the plans to have an intranet through the use of either DropBox or Google Drive. **Action: PB / DS to finalise the policy documents, PB to add them to the Charney Bassett village website as he now**

has access, and PB to do more work on the viability of a CHAFT intranet. LG to give further consideration of a Safeguarding Officer.

- 7. Financial Update.** CT shared the latest financial statement showing net income at £2,253.09. The only expenditure since the last meeting was £6.15 for cleaning products and £592.21 for insurance. DE had suggested that the hall could make considerable changes by switching to Bulb. CT thought that our electricity usage would fall now that the heating was not on for 2.5 days a week for the quilting group. We are in credit to SSE (the current supplier) to the tune of £269, and they are also pressing us to move to one of their cheaper tariffs. **Action: DE to manage the switch to a more preferential tariff.**
- 8. Lottery License.** The current signatories, Lynn Brookes and CT will now be changed to LG & CT. **Action: CT**
- 9. VoWHDC Grants Scheme.** The current scheme has now closed, and both DS & PB have registered for updates.
- 10. Dog Waste Bins.** DS said that the parish clerk was of the opinion that the Vale of White Horse District Council might provide a further bin. LG asked about collection arrangements, and it was clarified that the bins were emptied on a weekly basis. **Action: PB to ask the parish clerk if a bin could be sited at the end of Bridle Path at no charge.**
- 11. A.O.B.**
 - 11.1. Remembrance Tree.** LG mentioned that the Parish Council had been offered a potted tree and plaque, and that there had been discussion about where to plant it. The decision was to leave it in its pot during the Remembrance activities, and plant it on Charney Field in 2019. There was no room on the green for another tree.
 - 11.2. Bark Raking.** DE reported that 11 people had turned up to rake the bark in the children's play area on September 29th.
 - 11.3. Gate Chains / Padlocks.** LG said that Evelyn had asked for the return of her locks which had been used to secure the gate to the Buckland Road access. **Action: PB to purchase replacements**

The meeting closed at 2210.

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Lucy Gildersleeves
Chair