

## CHARNEY HALL & FIELD TRUST MANAGEMENT COMMITTEE

### Minutes of meeting of held 14<sup>th</sup> Oct. 2019

#### Present

Trustees: Mary Castle, Evelyn Campbell, Philippa McRobert, Christine Trotman, Diane Ewart (from 8.15pm) David Sibbert

Bruce Royan (Field Safety Officer) and Peter Busby (Woodland Project and MOU Officer)

#### 1. Apologies

Trustees: Lucy Gildersleeves, Helen Royan and Kate Belcher (Agenda and Minute Secretary)

David Sibbert took the Chair and agreed to take the minutes.

#### 2. Declarations of Interest

There were no declarations of interest.

#### 3. Approval of minutes

Minutes of meeting of Management Committee held 12<sup>th</sup> August 2019 were approved as a true record and signed by the Chair. There were no matters arising.

Confidential minute of Management Committee meeting held 12<sup>th</sup> August 2019 was approved as a true record and signed by the Chair. There were no matters arising.

Minutes of the joint CHAFT /PC meeting held 30<sup>th</sup> September, 2019 were noted.

#### 4. Finance (Christine)

The financial update (circulated prior to the meeting) was noted.

Bank mandates -The Treasurer referred to the need to update the list of approved signatures for the HSBC and United Trust accounts.

It was proposed that Lucy Gildersleeves, Christine Trotman, Mary Castle, Philippa McRobert and Kate Belcher (Secretary) be signatories on the HSBC account and that Peter Busby be removed. It was proposed that Lucy Gildersleeves, Christine Trotman, Mary Castle and Kate Belcher be signatories for the United Trust account and that Peter Busby be removed. The proposals were unanimously agreed. **ACTION: CHRISTINE**

Insurance -The Treasurer reported she had renewed the insurance for the Hall and Field. The Hall was now covered for full rebuilding costs of £453,000. The cost of the policy had increased by £30.

#### 5. Village Hall (Christine)

Christine reported

The windows and door to the rear of the building had been repainted. The benches at the rear and the handrail to the front of the building had also received attention. She was asked to pass on CHAFT's thanks to Brian Trotman.

One of the kettles in the kitchen had been replaced and the cold water tap repaired. It was noted that the tap may need to be replaced in the near future.

A representative of the Coffee Club had commented that the fire door to the kitchen could present a hazard when carrying liquids into the main hall now that the automatic closing device had been refitted.

It was pointed out that as the door is a fire door the device must be remain in place. The general view was that it did not present an unacceptable risk if the door was used with reasonable care. It had been pointed out that it might be possible to fit a further device which would allow the door to be kept open but would automatically close if the fire alarm was activated. The cost of this could be £100 or more. It was agreed no action would be taken but advice sought when the fire alarm was next serviced. **ACTION: Christine to discuss with fire alarm service agent on next visit. ACTION: David to notify the person who had raised the issue.**

No accidents had been recorded in the accident book

## 6. Playing Field (David)

### The Woodland Area.

Peter reported that in liaison with the Parish Clerk an invitation to tender had been sent out to selected experts. It was hoped two quotations would be received by the end of October. It was agreed that the view of the CHAFT Trustees on the quotations would be sought by email (rather than by a special meeting) and communicated to the Parish Council prior to their November meeting.

**ACTION: PETER**

He also reported that the MOU was now in final draft but awaited the outcome of current discussions on the woodland area before it could be finalised. The CHAFT Field Safety Policy would then need to be updated and completed.

### Report of Field Safety Officer

Bruce reported there were no issues requirement immediate attention although some of the slats on the play area fence would need replacing in the near future. The bark would also benefit from some attention. **ACTION: BRUCE/DAVID.**

### Rabbits on the Playing Field

At the last meeting of the Parish Council a member of the public had raised the issue of an increase in the number of rabbits on the playing field. This matter had been referred to CHAFT.

David reported that he had contacted Dinah Godfrey who had indicated the best way of reducing the number of rabbits would be by one or more night time shoots, a task which could possibly be undertaken by one of her sons.

However she had advised that any decision as to future action would be best taken after discussion with the owners/users of adjoining land to the West and North of the playing field and any action in isolation would be of limited benefit. It was agreed that the issue would be raised with adjoining land owners/users **ACTION PETER**

The Parish Council and the member of the public who had raised the issue would be notified of the action being taken **ACTION DAVID**

## 7. Events (Diane, Philippa and Helen)

Fete. An oral report on the Fete which had raised £1685 (split between the Church and CHAFT) was noted. Thanks were expressed to the organisers and it was agreed a letter of thanks be sent to Mrs Buchanan for the use of her land. **ACTION DAVID/KATE**

May 2020 event - Deferred for consideration at the December meeting.

## 8. Management and Administration (Lucy and David)

Appointment of Kate Belcher. David reported that Kate (Belcher) had agreed to undertake a secretarial role covering agenda and minute duties, management of the email and document management systems and the updating the CHAFT section on the village website. The Management Committee unanimously agreed to appoint Kate to undertake these secretarial duties.

Following earlier discussions between Lucy and Christine the meeting was asked to consider developing a system using information technology to record policy documents, inventory records, resources and a calendar of key dates etc. Christine had previously indicated she was considering this to assist with the effective management of the Hall. She was trialling a google account which would allow Trustees remote access to the contents. It was agreed the initiative should be pursued.

**ACTION: Christine and Kate**

### Community First meeting at Southmoor on 16<sup>th</sup> October

One place had been booked. David agreed to attend.

### OPFA AGM 26<sup>th</sup> October.

Agreed - no rep. would attend from CHAFT

### Village Hall Week

Community First are inviting Village Halls to have an open day on the 26<sup>th</sup> January, 2020. Details to be circulated to the Events Group. **ACTION DAVID.** Events Group to report to next meeting. **ACTION EVENTS GROUP**

## 9. Review of Governing Document (Christine and Mary)

At a previous meeting discussions had taken place on the dated terminology used in the Governing Document and on the outdated list of organisations entitled to appoint a representative Trustee.

Following advice that clause 6.2 of the Governing Document can be amended by resolution of the Management Committee, Christine proposed and Evelyn seconded the following amendment

‘That Clause 6(2) of the Governing Document be amended by

- revoking all previous minutes making alterations to clause 6 (2) of the Governing Document
- deleting from the clause the following organisations Charney Bassett Tennis Club, Charney Bassett Women’s Institute, Charney Bassett Youth Club and Charney Bassett Amateur Dramatic Society and
- adding to the clause the following organisations, Charney Bassett Table Tennis Club, Charney Bassett Village College, Charney Bassett Coffee Club, Vale Islanders, Charney Bassett History Group and Charney Bassett Archaeological Group.

The Management Committee voted unanimously in favour of the amendment.

Christine then indicated she would present a final draft of a document providing explanatory guidance on the Governing Document for agreement at the December meeting. ACTION CHRISTINE.

10. AOB

(a) Date of next meeting Monday 9<sup>th</sup> December at 7.30pm. Hall to be booked. ACTION: Kate

(b) Review of files and documents in Hall storage Room to be considered at the December meeting ACTION David/Kate.

The meeting closed at 8.45pm