

## CHARNEY HALL AND FIELD TRUST (CHAFT)

### MINUTES OF MANGEMENT COMMITTEE MEETING OF TRUSTEES 8<sup>TH</sup> JULY 2019 AT 7.30PM

#### Present

David Sibbert (Vice Chair) Chair for meeting DS  
Christine Trotman (Treasurer) CT  
Mary Castle MC  
Diane Ewart DE  
Helen Royan HR  
Peter Busby PB

Table Tennis  
Village College  
Parish Council representative  
Village representative  
Village representative

#### 1. Apologies for Absence

Lucy Gildersleeves (Chair) LG	St. Peter's PCC
Evelyn Campbell EC	Parish Council representative
Philippa McRobert PM	Village representative
Bruce Royan BR	

#### 2. Appointment of secretary for meeting. CT offered to take minutes.

#### 3. Minutes of Management Committee meeting 17<sup>th</sup> June 2019 approved and signed as a true record. It was noted that PB had agreed to continue to host the email account on a temporary basis

#### 4. Questions from members of the public. None

#### 5. Lead Officer Strategy

- a. **Lead officers and list of responsibilities** – Agreed that this is a comprehensive list and a good starting point. This is a live document and will need to be updated and developed further. **ACTION DS**
- b. **Secretary** – no one has come forward to take on the role of secretary. In absence of one of the trustees agreeing to take on the role it was agreed to re circulate the village via a Chatter email stating the serious consequences of CHAFT being unable to function without a secretary. **ACTION DW to draft email. ACTION DS to brief LG about the matter.**
- c. **Village Hall Lead** – CT agreed to be trustee lead for 1 year with help of Brian Trotman.
  - a. **Future & Shadow Appointments** – need for early action to be taken in anticipation of several posts becoming vacant at the 2020 AGM. To be discussed further at a future meeting. **ACTION DS.**  
Consideration to be given to including a reference in the proposed email under 5b above. **ACTION DE.**

#### 6. PC/CHAFT (MOU) meeting 4<sup>th</sup> July re woodland area – PB reported that the contractor, engaged to remove the aspen trees has significantly increased their quotation. PC/CHAFT are meeting with Wessex representative on 18<sup>th</sup> July.

#### 7. Village Fete – HR gave update of fete planning. Flyers to be put through doors and in Chatter asking for volunteer stall holders and raffle prizes. There will be usual stalls, cakes, books, plants, tombola, face painting and teas. Parking will be on the field, the fete on the Green. DE applying for section of Main Street to be closed for the fete. HR will run workshop in summer for children to make bunting. Entertainment PB offered Ukulele Group and Jazz band has been approached. **ACTION DE HR LG & PM meet to discuss detailed planning and report to next management Committee meeting.**

#### 8. Review of Governing Document – CT produced a draft summary of the Governing Document, subsequent amendments and minutes. Meeting felt that in view of difficulties getting representative members that further consideration should be given to changing the constitution. Any change would then need to be agreed by Charity Commission. **ACTION CT & MC to draft revised constitution and liaise with Community First for advice. ACTION CT to update draft summary to be include definitions.**

**9. Fire Safety & Health & Safety Assessment** – DS/DE report circulated prior to meeting. Most of the actions listed in last year’s report have been dealt with. Outstanding actions (and one new one (broken flag on step at rear of building) to be undertaken by the Hall Lead Trustee **ACTION CT.**

**10. AOB –**

- a. **Cake Bake Sale** – Cake sale at Infinium UK Ltd. Made £163.20 which was matched by Infinium resulting in a donation to funds of £326.40.
- b. **Plaque to Mahala Nellist** – unveiling 1<sup>st</sup> August at 11am on the field.
- c. **Finance Report** – CT gave short update on income and expenditure. Current total funds £24344

**11. Date of next meeting Monday 12<sup>th</sup> August 7.30pm in Village Hall.**