

# **CHARNEY HALL & FIELD TRUST**

**(CHARITY NO. 294765)**

## **ANNUAL REPORT OF TRUSTEES 2019/20** **NOTICE OF ANNUAL GENERAL MEETING**

YOUR HALL

YOUR FIELD

THANKS FOR YOUR SUPPORT IN 2019/20

TRUSTEES, SECRETARIAL AND OTHER HELP REQUIRED

### **CONTENTS**

<b>About the Trust</b>	<b>Events &amp; Fundraising</b>
<b>Management Committee</b>	<b>What we said we would do</b>
<b>Chair's Overview</b>	<b>What we need to address</b>
<b>Treasurer's Report</b>	<b>Can you help?</b>
<b>Village Hall</b>	<b>Audited Financial Statement (Annex 1)</b>
<b>Field</b>	<b>AGM agenda (Annex 2)</b>

## **ABOUT THE TRUST**

The Trust was constituted as a Village Hall Committee by the Charity Commissioners in June 1988 and extended to include Charney Field in August 2002. These two schemes comprise the [governing document](#) for the Trust. The Management Committee is responsible for managing the Trust whilst the Parish Council holds the title of the hall and field, as custodian trustee. The governing document covers the objectives of the charity, its constitution and the election of trustees and officers.

For more information read the [explanatory guidelines](#) or contact one of the Trustees.

The Trust meets four to six times a year and always welcomes offers of expertise, help and support from those who wish to assist on a less formal basis.

## **MANAGEMENT COMMITTEE 2019/20**

### Trustees

Lucy Gildersleeves	St Peter's Church	Chair
David Sibbert	Table Tennis Club	Vice- Chair
Christine Trotman	Village College	Treasurer
Mary Castle	Parish Council	
Evelyn Campbell	Parish Council	
Diane Ewart	Elected member	Standing down
Helen Royan	Elected member	Standing down
Philippa McRobert	Elected member	

### **Committee members (non-voting)**

Kate Belcher	Secretary	Standing down
John Wright	Hall Bookings	
Bruce Royan	Field Safety Officer	
Peter Busby	Woodland Project	

### **Additional appointment**

Hon. Auditor Peter Leaver

## **CHAIR'S OVERVIEW**

I wish to thank all the Trustees, appointed officers and volunteers for all their hard work and support throughout the year.

Sadly, we are saying goodbye to Trustees Diane and Helen and Secretary Kate. Work and family commitments demand their time elsewhere. We greatly appreciate all they have done. Thank you!

I hope villagers will give serious consideration to offering themselves for election as a Trustee. I am sure we will be delighted to use powers of co-option if more than two offers are received! We also need someone to step forward as Secretary and can offer flexibility to meet an applicant's needs

Succession planning for the posts of Chair and Vice Chair is high on the agenda and I hope the newly elected management team will give urgent consideration to this important issue. It would facilitate regular refreshment of leadership and introduce a pattern of continuity and development whilst giving appointees the assurance they do not have to take on the appointment for the long term.

You will be aware Covid19 has resulted in the temporary closure of the village hall and the children's play area on Charney Field. It is understood the Government is likely to introduce guidelines for the reopening of the hall in July but the restrictions on the use of the children's play area are unlikely to be removed in the near future.

The outbreak has forced changes in the way we manage the Trust, not least of which is the holding of the AGM virtually using Zoom on Wednesday 22<sup>nd</sup> July. Members of the public are able to send in questions in advance to [charneychaft@gmail.com](mailto:charneychaft@gmail.com) preferably by Wednesday 15<sup>th</sup> July. Submitted questions will be addressed at the AGM and documented in the minutes of the meeting. Further details on this and how to join the meeting are included in the covering email advising you that this report is available to read on the village website.

Covid19 must not be allowed to overshadow the work undertaken to maintain facilities which are at the heart of our community. I draw your attention to the summary of what we have done and what we need to address. I am particularly pleased we now have a [suite of policies](#) which meet legal and insurance requirements. Furthermore, steady if somewhat slow progress has been made on the proposed memorandum of understanding with the Parish Council on the respective responsibilities of the Parish Council and CHAFT. A solution has been found to the longstanding problem of the potentially dangerous trees on the field and attention will now centre on the preparation and implementation of a sustainable management plan for the woodland area. I wish to thank all the members of the joint working party for their hard work.

Finally I repeat my thanks to all those who help at the moment and hope this report encourages others to consider ways in which they might offer assistance in the future.

Lucy Gildersleeves, June 2020

## **TREASURER'S REPORT YEAR ENDING 31 MARCH 2020**

**Charney Hall and Field Trust (CHAFT) Registered Charity No 294765**  
**Treasurer's Report on Accounts for the year ended 31<sup>st</sup> March 2020**

### **Income**

Income for 2019/20 was £6,681 compared with 2018/19 £5,136.

Hall Hire income increased due to additional Village College classes and the use of the hall on two occasions for elections. Donations were received from the village plant stall, from a cake sale at Infineum UK Ltd, from CLET and the Table Tennis Club. The annual fund raiser shared with St. Peter's Church added £856 to funds which was lower than the previous year. The 100 club continues to contribute just over £900 per annum.

### **Expenditure**

Expenditure 2019/20 £4,087 compared with 2019/18 £3,227.

This included the first phase of the tree work on the field and the purchase of a new table tennis table. Switching electricity suppliers has seen a large drop in energy expenditure. A decrease in the insurance premium was offset by an increase after having the hall revalued, the net annual increase was £24.

### **Balance Sheet**

£10,000 remains on deposit with United Trust Bank on 100-day deposit notice.

Cash held at HSBC at 31<sup>st</sup> March 2020 was £16,046. Debtors at 31<sup>st</sup> March 2020 include £157 due from regular users of the hall. Creditors includes £550 of advance 100 club payments received for the 2020/21 draw.

### **Total Funds**

The total amount of net income added to general funds for 2019/20 was £2,594. The Trustees agreed, via a trustee exchange on email in April 2020, to transfer £3,400 from general funds to the Charney Field Refurbishment Fund. Total unrestricted funds held by CHAFT at 31<sup>st</sup> March 2020 are £26,046. These funds are held as follows:

General Funds	£3,058 being amount forecast to cover expected expenditure in 2020/21
Charney Village Hall Fabric Fund	£10,000
Charney Field Refurbishment Fund	£12,988

### **2020/21**

Due to the Covid-19 situation, 2020/21 will be a difficult year for the charity as it will be for many. Income in the coming year from hall hire and fundraising is likely to be halved. As well as the normal running costs, safeguarding measures such as providing hand sanitiser will have to be implemented and will come at a cost. The 100 club continues to thrive having raised £997 for 2020/21. The Trustees wish to thank Sally Hawkins and Evelyn Campbell for their efforts in continuing to raise the funds and oversee the monthly draw. The Trustees are hopeful that the annual fundraiser in September will go ahead. The charity has sufficient funds to see it through the next year. The second phase of tree work on the field is due to take place in the autumn at an approximate cost of £12,636.

Very many thanks to Peter Leaver, Honorary Auditor, who has audited the Trust's accounts. The Audited Financial Statement is at Annex 1.

Christine Trotman, April 2020

## **VILLAGE HALL**

### **Christine Trotman, Treasurer and Lead Trustee for the Hall**

Last year with the reorganisation of roles on the management committee I became lead Trustee for the hall. This means I have overview and responsibility for everything that happens with the hall, however, there is a great team of people who help me and make the role easy to manage. John Wright the booking clerk, Lynn Brookes who organises the cleaning team and weekly checks, Brian and his team who help with small maintenance issues, Diane & Dean who weekly test the fire alarm. By sharing roles and responsibilities running the hall is not the time-consuming job some may assume.

For such a small community our village hall is very well used each week. Regular users include Parish Council, Table Tennis club, Coffee Morning, Vale Islanders, History Group and the Village College pilates and yoga classes. The hall is also available for private hire. We also have equipment such as tables and chairs, crockery and cutlery which can be hired. The trustees last year voted not to increase the hall hire charges for residents and so this remains at £5 per hour for regular and casual users. For non-residents, the fee is £10 per hour for a regular user and £20 per hour private hire. These charges may be subject to review considering the safeguarding measures that may be required once the hall is back in use after the easing of lockdown restrictions. At the very least the provision of hand sanitiser will need to be implemented, potentially adding about £500 to the annual running costs.

Whilst the immediate focus for 2020/21 is on the field, the Trustees will be considering plans for updating and maintaining the hall. Areas being considered are the lighting and heating, acoustics, the flooring and decorating.

If you would like to get involved in any way, Trustee or volunteer, to help maintain this lovely village asset, then please get in touch - [charneychaft@gmail.com](mailto:charneychaft@gmail.com).

We are particularly interested in finding volunteer(s) to:

- Do the alarm testing in the hall;
- Join the cleaning rota (each person does the cleaning for a month);
- Take over as lead Trustee for the hall, it is not a big job.

## **THE FIELD**

### **David Sibbert, Lead Trustee for the Field**

I am the lead trustee for the Field which includes the children's play area and the woodland area and bridleway to the south of the Field.

Duties are shared with a great team of volunteers. Bruce Royan acts as Safety Officer and Peter Busby undertakes a major role in relation to the Woodland area. The Charney Army provides valuable assistance with maintenance duties and the goalmouth areas are cut by volunteers on a rota basis. Special mention must be made of the sterling work undertaken by Mr Fitzgerald-O'Connor who cuts the grass, other than in the children's play area, on a regular basis free of charge.

Safety is of primary concern. In addition to regular 'in house' checks, an annual, independent risk assessment and inspection of the children's play area and equipment is undertaken by an approved company. Throughout the year detailed discussions have continued with the Parish Council to clarify management responsibilities in general with particular emphasis on the woodland area and the bridleway running alongside Charney Wick Ditch. The proposed Memorandum of Understanding is at an advanced stage.

In November, the two bodies jointly funded a [consultant's report](#) on the safety of the woodland which resulted in some urgent tree work being undertaken in January. Arrangements are in hand for a full fell next autumn with costs being shared between the two bodies. CHAFT is grateful for their advice and support. A management plan for the woodland area is being drafted by Peter Busby.

All the safety measures are wrapped up in a legally required and approved 'Field Safety Policy' which will be updated again once the proposed Memorandum of Understanding has been agreed.

Other issues currently being addressed include rabbit incursions, the replacement of the bench and picnic table and the ongoing antisocial behaviour of a minority of irresponsible dog owners who break the law and endanger health.

And of course compliance with government guidance on coronavirus has been high on the agenda.

Elsewhere in this report, our Chair mentions the importance of succession planning. A healthy and forward looking organisation needs periodic influx of new ideas, skills and energy to ensure village facilities remain in tune with local needs.

If you would like to become involved in any way - opportunities exist!!

## **EVENTS & FUNDRAISING**

**Diane Ewart, Helen Royan & Philippa McRobert , Lead Trustees**

Our team organises fundraising and social events on behalf of the Trust.

Last September a successful village fête was organised jointly with St Peter's Church. A huge thank you to all who supported the event either in an active role or by coming along on the day.

The Halloween Party held at the end of October was great fun for the children in the village with additional assistance being provided by Kate Belcher.

Cakes and teas always feature highly in our events. During 'National Village Halls Week' in January a cream tea afternoon was arranged and user groups were invited to showcase what they do. A large number of villagers dropped in for a chat. We plan to repeat the event in the coming year.

Earlier in the year villagers rallied round to bake cakes to be sold at the premises of Infineum UK Ltd. The Company matched the value of the cakes sold. Mention is made elsewhere of the important fundraising undertaken by the organisers of the 100 Club. Thanks also to those who organise the village plant stall outside The Chequers.

Plans were well advanced to assist with the organisation of village VE day celebrations which would have featured the traditional maypole dancing on the village green. However, the event had to be cancelled due to the lockdown.

The Management Committee is looking for volunteers to fill the gap which will be left by Helen and Diane standing down as Trustees at the AGM. This could be via election as a Trustee or less formally by offering to help organise events. The role requires no previous experience, simply a willing attitude and plenty of enthusiasm. Perhaps you will be encouraged by a quote from Philippa who joined CHAFT last year.

*'As a Trustee I have found being involved with CHAFT over the last year has been a great way to get involved in village life and to get to know more people in the village.'*

## **WHAT WE SAID WE WOULD DO IN 2019/20**

- Ensure we have a suite of policy documents to meet legal and insurance requirements ✓
- Review and make public explanatory guidance on the Charity's Governing Document ✓
- Reduce the workload on the Secretary ✓
- Introduce a lead officer strategy ✓
- Develop a draft Memorandum of Understanding for Charney Field, clarifying the role of the Parish Council as Custodian Trustee and the responsibilities of the Managing Trustees of the Charity ✓

## **WHAT WE NEED TO ADDRESS IN 2020/21 ONWARDS**

- Succession planning
- Short and long term implications of the coronavirus outbreak on future usage and hire of the hall
- Safety requirements (including changes to the conditions of hire) for reopening the hall following the coronavirus outbreak
- Safety implications (all low risk) identified in the recent independent safety inspection of the playing field
- Safety requirements for reopening the children's play area following the coronavirus outbreak.
- Event and fundraising activities
- Agreement on the proposed Memorandum of Understanding with the Parish Council and the development of a sustainable management plan for the replanting and management of the woodland area of the field, following the proposed felling of the Aspen trees in autumn 2020
- Creation of a records inventory
- Development of a 5 year plan for improvements to the hall and field

## CAN YOU HELP US BY

- Undertaking some secretarial duties?
- Standing for election as a Trustee?
- Undertaking regular alarm testing in the hall?
- Joining the hall cleaning rota?
- Helping with fundraising and organising events?

If so, please email [charneychaft@gmail.com](mailto:charneychaft@gmail.com) or contact one of the Trustees

This report has been agreed by the Trustees of the Management Committee and is signed on their behalf

Lucy Gildersleeves, Chair

Date 3rd July 2020

## ANNEX 1

CHARNEY HALL AND FIELD TRUST (CHAFT). Registered Charity No 294765

Statement of Financial Activities	Year ended	Year ended	Resources Expended	Year ended	Year ended
	31 March 2020	ended 31 March 2019		31 March 2020	31 March 2019
	£	£		£	£
<b>Incoming Resources</b>					
Village Hall Hire	3,202.50	2,789.50	Electricity	632.32	858.90
100 Club 2019/20	937.00	901.00	Water	98.88	122.12
May Day Teas	167.79	217.63	Hall, Field & PL Insurance	610.94	586.71
Bank Interest Received	71.04	198.47	ORCC & OPFA Affiliations	82.00	82.00
Equipment Hire Donations	5.00	90.00	Lottery Licence	20.00	20.00
Gift Aid Receipt from HMRC	0.00	0.00	Hall maintenance	517.97	1,041.83
General Fund raising	217.59	0.00	Equipment Safety Inspection	102.00	102.00
Charney Feast	856.46	940.12	Field expenses including Grass Cutting	297.75	414.04
Miscellaneous Donations	756.40	0.00	Sundry Expenses	45.75	0.00
Table Tennis Table	467.74	0.00	Table Tennis Table	467.74	0.00
CLET Grant	0.00	0.00	Tree Work Phase 1	1,212.00	0.00
<b>Total Incoming Resources</b>	<b>6,681.52</b>	<b>5,136.72</b>	<b>Total Resources Expended</b>	<b>4,087.35</b>	<b>3,227.60</b>
Net Incoming/Outgoing Resources				2,594.17	1,909.12
Total Funds brought forward				23,452.55	21,543.43
<b>Total funds carried forward</b>				<b>26,046.72</b>	<b>23,452.55</b>
<b>BALANCE SHEET</b>	<b>31 March 2020</b>	<b>31 March 2019</b>	<b>Unrestricted Funds</b>	<b>31 March 2020</b>	<b>31 March 2019</b>
<b>Cash at Bank</b>			<b>General Reserve</b>	<b>3,058.72</b>	<b>2,652.55</b>
HSCB current a/c	4,009.48	4,009.48	<b>Designated Funds</b>	<b>22,988.00</b>	<b>20,800.00</b>
HSBC deposit a/c	12,036.49	12,036.49			
United Trust a/c	10,257.23	10,257.23			
	<b>26,303.20</b>	<b>26,303.20</b>			
<b>Debtors and prepayments</b>	<b>555.12</b>	<b>555.12</b>			
	<b>26,858.32</b>	<b>26,858.32</b>			
<b>Creditors</b>	<b>811.60</b>	<b>811.60</b>			
<b>Net Assets</b>	<b>26,046.72</b>	<b>26,046.72</b>		<b>26,046.72</b>	<b>23,452.55</b>

**Principle Activities**

The principle activity of the charity is to improve the conditions of the life of the inhabitants of Charney Bassett and the surrounding area by the provision and maintenance of a village hall and recreation ground.

**Trustees**

The Trustees are Mrs L Gildersleeves (Chair), Mrs C Trotman (Treasurer), Mrs D Ewart, Mrs H Royan, Mrs M Castle, Ms E Campbell, Mrs P McRobert and Mr D Sibbert.

**Reserves policy**

The Trustees consider it appropriate to maintain general unrestricted funds to a level of up to one year's ongoing operating costs. Based on the forecast for 2020/21 this would amount to approximately £3000.

**Designated Funds**

The Trustees consider it appropriate to maintain designated specific funds for the following

Charney Village Hall Fabric Fund	<b>£10,000.00</b>
Charney Field Refurbishment Fund	<b>£12,988.00</b>

**AUDITOR'S REPORT**

I have audited the above Statement of Financial Activities and Balance Sheet which I find to be in accordance with the accounting records produced to me. In my opinion the accounts give a fair view of the financial position of Charney Hall and Field Trust's affairs for the year ended 31st March 2020.

**Peter Leaver 5th May 2020**

**ANNEX 2**  
**NOTICE OF ANNUAL GENERAL MEETING**  
**THE CHARNEY HALL AND FIELD TRUST (CHAFT)**

Wednesday 22<sup>nd</sup> July 2020 at 7.30 pm

This is a virtual meeting (using Zoom) Residents wishing to join the meeting or ask a question should contact a Trustee or email [charneychaft@gmail.com](mailto:charneychaft@gmail.com)

**AGENDA**

1. Welcome by the Chair and apologies for absence.
2. Appointment of Secretary for the meeting
3. Approval of the [minutes of the AGM](#) held on 5<sup>th</sup> June, 2019
4. Matters arising
5. Annual Report of the Trustees
6. Questions raised by residents
7. Welcome to appointed representatives of local organisations
8. Election of village representatives
9. Any other business notified in advance

*(The AGM will be followed by a short meeting of the new CHAFT Management Committee.)*

## **First meeting of the CHAFT Management Committee 2020/21**

### **AGENDA**

1. Apologies for absence
2. Approval of [minutes of meeting](#) held by email March/April, 2020 and any matters arising (Trustees may wish to carry forward non- urgent action points to the next meeting)
3. Appointment of Officers (Secretary, Chair, Vice Chair and Treasurer)
4. Appointment of Auditor, Booking Secretary, Field Safety Officer (and Deputy) Woodland Project Officer and 100 Club Officers
5. Appointment of Lead Trustee for Hall, Field and Events & Fundraising
6. Appointment of Officer(s) to undertake Hall Fire Safety & Health & Safety Assessment
7. Appointment of members to MOU Working Group
8. Date of next/future meetings
9. Any other business