

CHARNEY HALL & FIELD TRUST

MINUTES OF MANAGEMENT COMMITTEE HELD 25th MARCH- 2nd APRIL 2020

The meeting due to be held on 30th March, 2020 was cancelled due to the coronavirus outbreak. The agenda was dealt with by email in the period 25th March and 2nd April, 2020 with all eight Trustees and two committee members (Peter and Bruce) participating in the process.

1. Minutes of Meeting held 10th February, 2020.

The minutes of the meeting held 10th February were approved as a true record subject to the word 'Vale' being replaced by the words 'Vale Game' in item 6d (rabbits in the field) **ACTION: David/Kate**

2. Matters arising from the meeting held 10th February, 2020.

The following actions were reported as completed:-

- Minute 2. Login details for Google docs have been circulated.
- Minute 4. Bank mandate updated. Cheque signatories confirmed as Lucy, Christine Kate, Mary and Philippa.
- Minute 4. Art Club have signed up to use the hall on a regular basis.
- Minute 5 (a). The loose fence panels at the rear of the hall have been reported to the landowner.
- Minute 5(b). Key holder details sent to Kate and Mary. The Parish Council no longer intend to include hall key holders in their Emergency Plan.
- Minute 6(a). The Sylva final report has been circulated.

3. Financial update.

The Treasurer had previously circulated a financial update by email and Trustees were asked to consider moving the sum of £3400 from General Reserves to the Field Refurbishment Fund. The Treasurer has since confirmed that the Trustees have unanimously agreed to the sum of £3400 being transferred from General Reserves to the Field Refurbishment Fund.

4. Village Hall.

(a) Closure of hall – Coronavirus.

The Trustees noted the hall had been closed until further notice (decision taken via email) Christine advises that hand washing notices have been placed in the hall and toilets.

(b) Hall Fire Safety & Health & Safety Assessment (circulated with the agenda)

Trustees have noted that a children's safety catch has been fitted to one of the kitchen doors. They have unanimously agreed that all the other recommendations in the assessment report are low risk and should be added to the forward diary for consideration when the hall reopens.

(c) Hall Fire Safety and Health & Safety Policy (circulated with the agenda)

The Trustees have unanimously agreed the updated policy. Policy to be displayed on notice board

together with a copy of the 'Booking Form: Conditions of Hire' ACTION: Christine.
Updated policy to be posted on website. ACTION: David/Kate

5. The Field

(a) Annual Independent inspection

The report by the Play Inspection Company together with the comments of the Field Safety Officer had been circulated with the agenda.

The Trustees have unanimously agreed that the issues raised by the Inspection Company are low risk and should be added to the list of outstanding issues to be addressed as soon as circumstances permit.

(b) Coronavirus

Trustees noted that the children's play area had been closed until further notice (decision taken by email) A copy of the notices displayed on the field, prepared in accordance with advice from Oxfordshire Playing Field Association, had been circulated by separate email.

(c) Field Safety Policy (circulated with the agenda)

The Trustees have unanimously agreed the updated draft Field Safety Policy. They have also agreed that the associated documents 'Role of the Safety Officer' and 'Weekly Inspection Check Sheet' are still relevant and appropriate. Updated policy to be posted on website together with the associated documents. ACTION: David /Kate

(d) Woodland Project

Trustees have noted that an update and draft project plan will be circulated by Peter before the end of April, 2020

6. Management/ Administration

(a) MOU

The Trustees noted that the latest draft of the Memorandum of Understanding had been sent to the Parish Council for comment. It was anticipated the final draft would be placed before the Trustees by the end of April, 2020.

(b) Coronavirus - Management arrangements

The Trustees have unanimously agreed to ask the Chair, Secretary and Treasurer to submit draft emergency proposals for managing future CHAFT business, including the AGM, for approval by the Management Committee before the end of April, 2020, taking into account any advice issued by Community First and the Charity Commission. ACTION Lucy, Christine, David (Kate)

7. Events

Trustees had been advised by email that the proposed Mother's Day event had been cancelled due to a lack of interest.

Trustees noted that details of the planned event for May Bank holiday VE celebrations will be circulated if the event goes ahead (Trustees are reminded the traditional annual bank holiday event (Maypole dancing) is a Village (not a CHAFT) event, although the proceeds have frequently been donated to CHAFT.

8. Forward diary and outstanding actions.

See Annex1.

9. A.O.B.

Trustees were asked to identify any issues which needed to be addressed and these are listed below.

The Treasurer has indicated the 2019 /20 accounts will be circulated shortly and the approval of Trustees sought by email. **ACTION Christine**

The closure of the hall and the children's play area field will need to be reviewed periodically in the light of any further Government advice. Any proposed changes will be placed before the Trustees for decision. **ACTION: Lucy**

The Chair advises that the Church has put together a team to undertake some outline planning for the Fete in September and has asked for two volunteers to assist. **ACTION Events team**

ANNEX 1- FORWARD DIARY AND OUTSTANDING ACTIONS

1. Outstanding actions from the minutes of the meeting held 10th February, 2020

- Minute 2. Management Committee members to identify/add documents to google doc. **ACTION: All (as appropriate)**
- Minute 3. Article for Chatter outlining role of CHAFT Village Representatives and inviting expressions of interest in filling forthcoming vacancies. **ACTION: Lucy**
- Minute 4. Respond to Treasurers data protection audit request and confirm accuracy of financial policies. **ACTION : All (as appropriate)**
- Minute 6. Research alternatives to use of play bark in children's play area **ACTION: Bruce**

2. Outstanding actions from meeting held 25th March to 2nd April 2020

- Minute 6(f). Installation of new bench and table (purchase via Parish Council is on hold) **ACTION: Peter**
- Minute 7. Consider circulation of leaflet on dog fouling to all householders. **ACTION: Mary**
□ Minute 9. Consider fitting of tree rabbit guards on the field. **ACTION: Lucy and Peter.**
- Report on draft management/administration arrangements (including AGM 8th June) to be circulated to Trustees by 30th April. **ACTION: Chair, Treasurer, Secretary)**
- Circulate draft Woodland Project Plan by 30th April | **ACTION: Peter**
- Circulate final draft of MOU document by 30th April (subject to receipt of response from Parish Council) **ACTION: Peter**
- Update website by 30th April **ACTION: David/ Kate**
- Hall fire extinguishers service (May) **ACTION: Christine.**
- Review Google docs **ACTION: All**
- Address issues identified in the Annual Field Inspection. **ACTION David/ Bruce**
- Circulation of 19/20 accounts for agreement by Trustees **ACTION: Christine.** □ Periodic review of hall and play area field closure **ACTION: Lucy**

3. Other queuing up issues- June onwards

- Update re rabbits on the Field **ACTION: Peter**
- Volunteers wanted for Fete planning- please notify Lucy. **ACTION: All**
- Address outstanding recommendations in Village Hall FS & H&S Risk assessment **ACTION Christine/David /Bruce**

□ Updating of policy documents

Field Safety Policy (including Role of Safety Officer & Weekly Inspection Form) Updated Mar.20 and to be reviewed on completion of MOU. **ACTION: David/Bruce**

Field Incident Report form (updated Mar.20)

Hall – Hire by Village/Village Led Group (last update Aug.18) **ACTION?**

Hall – Hire for Private Function or by External Group/Organisation (last update Jan.19) **ACTION?**

Hall Equipment Hire (last update Jan.19) **ACTION?**

Hall Fire & Health & Safety Policy (updated Mar.20)

Hall Occupancy Policy (last update Jan.19) **ACTION?**

Safeguarding Policy (last update Sept.19) **ACTION?**

Equal Opportunities Policy (last update Jan.19) **ACTION?**

Environmental Policy (last update Jan.19) **ACTION?**

Finance Policy (updated Jan. 20)

Investment Policy (updated Jan.20)

Reserves policy (last update April 19) **ACTION Christine**

Data Protection & Data Audit (last update Nov17- update imminent) **ACTION Christine**

External stalls at Fundraising event (last update Oct.18) **ACTION Lucy**

- Agreement on website policy
- Hall Maintenance (external painting- Brian T. has offered to lead
- PAT testing August
- Fire Alarm Service August Hall electrical survey 2023 □ Hall deep clean Christine/Brian have offered to lead.
- Insurance renewal Sept.
- Insurance key register- update June
- Policy/ Budget planning for Hall and Field (5 year plan)
- Hall electrical survey 2023