

# Minutes of Management Committee of Charney Hall & Field Trust

## Virtual Zoom meeting 31<sup>st</sup> August 2020 at 6.30 pm.

### Present

#### Trustees

Lucy Gildersleeves (Chair)  
David Sibbert (Vice Chair)  
Christine Trotman (Treasurer)  
Annabel Brown (Secretary)  
Evelyn Campbell  
Neil Dobson

St. Peter's PCC representative  
History Group representative  
Village College representative  
Elected Village representative  
Parish Council representative  
Table Tennis representative

#### Officers

Peter Busby

Woodland Project Officer

#### Apologies

Mary Castle  
David Jones Mulford  
Philippa McRobert  
Bruce Royan

Parish Council representative  
Elected Village representative  
Elected Village representative  
Field Safety Officer

1. Apologies for absence as above.

2. Induction Briefing

The attention of the trustees was drawn to the Governing Document, Summary of The Governing Document (recently updated) and the Role of the Trustee (Charity Commission Welcome Pack).

Charney Bassett Parish Council is the Custodian Trustee of the properties comprising the village hall and the Charney Field. The Custodian Trustee holds the Title of the Object and may not manage the Object. The Custodian Trustee may assist the Management Trustee. CHAFT is the charity holding Administrative and Managing Authority on behalf of the Custodian Trustee.

- 1) The Object of the Charity is clearly defined in the Governing Document as 'in the interests of social welfare, to improve the conditions of life of the inhabitants of Charney Bassett without distinction of political, religious or other opinions by the provision and maintenance of;
  - a) a village hall for use by residents, including use for:
    - (i) meetings, lectures and classes, and
    - (ii) other forms of recreation and leisure-time occupation; and
  - b) a recreation ground for use by residents.
- 2) The Hall and Field must be retained by the Management Committee to fulfil the objects of the charity.

Trustees were advised that CHAFT should review it's the area of responsibility periodically within the changing context of the village but any changes would need to be cleared with the Charity Commission.

All income should be used and managed as stated in the Governing Document which should be read and understood by all Trustees. All Trustees have an equal status and decisions are made by reaching a consensus.

A Lead Officer Strategy was adopted in May 2019 to divide up responsibilities to make them more manageable. This team structure allows for working parties to operate and then feedback to the Management Committee as a whole.

It was recognised that there is a lot of information for Trustees to process but it is important that all find a voice and express their opinions and ideas.

'The Essential Trustee' poster produced by the Charity Commission outlining the 6 main duties of a trustee was highlighted as being an excellent mantra and will be displayed in the Village Hall. ACTION: LG

3. Declaration of Interests – None

4. Approval of Minutes

Minutes of the First Meeting of the Management Committee held in Virtual Zoom on 22<sup>nd</sup> July 2020 were approved and signed.

5. Matters Arising from the Minutes

- a) Data audit – Three data audit sheet returns are still needed to complete the audit. Christine Trotman explained that it is important that Data is stored securely and not shared inappropriately. Data stored on devices should be password protected. The 100 Club is the largest Data Base that is held by CHAFT. Any serious data breach would need to be reported to the Information Commissioners Office (ICO). It is best to blind copy recipients of emails and make yourself the main recipient. It may be possible to access training on Data Protection for Trustees. ACTION: outstanding trustees.
- b) Google Drive – This is a store for documents relevant to CHAFT. All Trustees have access to it. It may be possible to provide training on its use.
- c) Update of policy documents- The following documents were approved with thanks to Christine.

Summary of the Governing Document

CHAFT Data Protection Policy

CHAFT Investment Policy

CHAFT Finance Policy

CHAFT Reserves Policy

Hall Hiring by Village Group

Hall Hiring Document and Conditions of Hire external and one-off bookings

Village Hall Equipment Hire

Village Hall Occupancy Policy was agreed with addition of a note that hall users must follow any current special government requirements on health and safety practice.

There was some discussion on the Document Retention Policy and it was agreed that this needs further detail. Constitutional Documents (Land Registry Document, Hall Deeds and Field Deeds) should be held by the Parish Council with copies held by CHAFT. ACTION: CT

6. Role of the Secretary

It was agreed that this would be to provide Agendas, Minutes and monitor [charneychaft@gmail.com](mailto:charneychaft@gmail.com). In addition, the Village Website will be updated with agreed documents, Minutes and the Current Agenda through liaison with Amanda Graham.

## 7. Financial Report

This had been circulated to all Trustees on 22<sup>nd</sup> August. Christine noted that sources of income were the Retail and Hospitality Grant, Infineum Donation and the 100 Club. Obviously, no income was being created from Hall or Equipment Hire although this might slightly improve once the Hall reopens as 3 groups (Monday Pilates, Tuesday Pilates and Table Tennis) have indicated their intention to return.

Christine also noted that additional expenditure will include Insurance (as the Renewal Document has not yet been received) and the bill for the recent emergency tree work (£780). CHAFT will be liable for half of the tree work but the bill will be initially forwarded to the Parish Council as they are able to claim back the VAT as well as paying their half. The CLET grant will not appear in the Financial Report until it is off set against the cost of the Play Bark.

The Hospitality Grant seems a large amount but there has been a huge loss in revenue due to Covid-19. Christine felt it was important to ring fence half the grant for the Hall Reserves with the rest going into General Reserves. It was likely that all of the Field Fund would be spent.

It was decided that it would be advisable to revisit the Reserve Policy quarterly rather than six monthly in view of the current situation and to leave the Hospitality Grant in HSBC deposit account (with the ring fence understanding) rather than to transfer it to the United Trust account.

## 8. Hall Update

Christine reported that all the Risk Assessments were now up to date with current guidance. The hall has been spring cleaned and the curtains washed. The fuse has been removed from the fans so that they cannot be used in line with concerns expressed. Social Distancing tape will be applied outside the hall entrance to stop inappropriate gathering. Christine's huge effort in applying Covid-19 safety was recognised.

- a) The Key Register needs to be updated and keys reclaimed from redundant hall users and ex-committee members. ACTION: CT
- b) The Fire Alarm Service and the Fire Extinguisher Services have been completed.
- c) Gazebos – it was agreed that two of the old gazebos could be donated to the Riding for the Disabled Group and 4 smaller pop up ones would be purchased in the new year sales.

## 9. Field Update

- a) Play Bark – there was some discussion about the use of bark versus the more expensive rubber alternative. It was decided that the bark will be topped up to a value of £1,000. It was noted that this will be the last grant (£250) from CLET for this purpose. ACTION: DS and BR
- b) Peter Busby reported a bench and a picnic table made from recycled plastic will be delivered in 5/6 weeks. The bench will be positioned inside the play area and the picnic table outside it. They will be fixed securely but will be moveable if necessary.
- c) It was decided that dealing with rabbit problem will be put on hold at the present as it needs to be dealt with in conjunction with McBains and Tim Fitzgerald-O'Connor as Charney Field is not host to the problem. Dangerous holes will be filled and a notice bringing the danger of tripping brought to the attention of villagers. ACTION: LG
- d) Approval was given to the expenditure of £180 for re-staining the play area fencing and organization of a volunteer's weekend on 12<sup>th</sup>/13<sup>th</sup> September (rain date 19<sup>th</sup>/20<sup>th</sup>) to action it. David Sibbert will plan for Covid-19 safe procedures when organising this event. ACTION: DS

## 10. MoU Meeting

The key issues raised during the meeting were:

- i. The date for replanting. Originally this was thought to be 31.3.21 the Parish Council have accepted that this should be moved to 30.6.22 in line with the felling licence requirements.
- ii. The Parish Council is very concerned about the use of chemicals in the post fell treatment of the suckers and has made it a condition of the contract for releasing funds that they should not be used. This is contrary to the actions stated in Woodland Renovation Project produced by Peter Busby.
- iii. The Long-Term Management Plan for the Woodland Area. CHAFT undertake to be responsible for the Woodland Management at the present but need to enter into discussion regarding future responsibility.

CHAFT would like to agree a joint statement with the Parish Council showing a united front set out for the public. Peter Busby and Trevor Brown have produced possible drafts which Lucy Gildersleeves and David Roberts will work on to provide a Public Statement which is acceptable to both committees. ACTION: LG

## 11. Woodland Project

Thanks to Peter Busby for his work in producing the Charney Bassett Woodland Renovation Project which was circulated on 27<sup>th</sup> August. One Trustee expressed concern regarding the use of chemicals and a statement was read from another (who had given apologies) expressing a preference for the use of ecoplugs if chemicals had to be used. Another trustee asked about the likely loss of other flora by the action of the spraying.

Peter explained that replanting cannot be actioned until the suckers are eradicated. Glyphosate spraying would be very focused on the foliage of the suckers and would need to be applied over at least the two following Springs. If ecoplugs were used the stumps would need to be retained. This would not allow the clearing of the site and produce a trip hazard for some time. The plugs would need to be reclaimed in a biosafe way after use, as they are made of plastic and would contain residual chemical, to prevent children and animals accessing them. A survey of the site will be carried out by WWM prior to the fell and again before the chemical treatment to identify vulnerable areas which will need to be protected during both procedures. WWM is licensed to use Round Up and is guided by relevant legislation and British Standards.

WWM will provide 400 whips for the replanting and a scheme will be developed with the community to create a new and attractive woodland area. A Caretaking Team to monitor the growth and welfare of the new planting will be set up. There will be no new tree planting on the ditch side of the Bridle Path to allow for better access to the ditch and maintenance of the bank.

A problem has been highlighted with the storage of the felled timber. Originally it had been agreed that it would be stored on Tim Fitzgerald-O'Connor's land adjacent to the Buckland Road to allow access for the flat bed lorries to collect it and deliver it to the Bio Mass Plant. Unfortunately, a definite date cannot be given for its collection and this is a concern to Mr. Fitzgerald-O'Connor Therefore an alternative site for storage is necessary. Trustees were asked to forward any suggestions to Peter as soon as possible. ACTION: ALL

## 12. Events

No events are planned at present due to Covid-19. It was agreed that Lucy would investigate the possibility of recruiting a non-CHAFT volunteer to join the Fund Raising team as no Trustees feel able to take on this role. Several Trustees expressed willingness to support Fund Raising Activities. ACTION: LG

13. Questions from the Public – None.

14. Dates of future meetings- It was agreed that meetings will be held bi-monthly (October, December, February, April, June, August) on the second Wednesday at 6.30pm. Therefore, the next meeting will be held on 7<sup>th</sup> October 2020 at 6.30pm.

15. A.O.B.

- a. As a matter of routine, CHAFT will provide a report to Parish Council Meetings.
- b. It was decided to close the short footpath between the Bridle Path and Debar as there is a dangerous cracked branch over hanging it. It will need to be closed until the Tree Work starts to avoid unnecessary expense in calling out WWM prior to this. ACTION: DS

Meeting closed at 9.15pm

Minutes Submitted by A.J.Brown 2.9.20

Approved by

Date