

# Minutes of Management Committee of Charney Hall & Field Trust

## Virtual Zoom meeting 9<sup>th</sup> December 2020 at 6.30 pm.

### Present

#### Trustees

David Sibbert (Interim Chair)	History Group representative
Christine Trotman (Treasurer)	Village College representative
Annabel Brown (Secretary)	Elected Village representative
Neil Dobson (Vice Chair)	Table Tennis representative
Lucy Gildersleeves	St. Peter's PCC representative
Mary Castle	Parish Council representative
Evelyn Campbell	Parish Council representative
Philippa McRobert	Elected Village representative

#### Members of the Public

Trevor Brown	Parish Clerk
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#### Apologies

David Jones	Elected Village representative
Peter Busby	Woodland Project Officer
Bruce Royan	Field Safety Officer

*DS gave thanks to Lucy Gildersleeves for her second term as Chairman of CHAFT and for extending that term for 3 months. Thanks also for her Lead Liaison work with WWM and her tireless work on the Woodland Project itself. He also reported that Peter Busby will be standing down from CHAFT for the time being, needing to manage his life style during his convalescence. Many thanks to Peter for his work as CHAFT Secretary initially and then for his work on the MOU and the Woodland Project.*

1. Apologies for absence as above.
2. Declaration of Interests – None
3. Approval of Minutes of the Management Committee held in Virtual Zoom on 14<sup>th</sup> October 2020 were approved.

**Agreed** Proposed MC/Seconded CT
4. Matters Arising from the Minutes
  - a) Display of 'The Essential Trustee' Poster – now in place.
  - b) Recruitment of a Fundraising Volunteer – is proving difficult and is on hold for the time being.
  - c) Reporting to the Parish Council – AB sent the draft minutes 14.10.20 and was thanked.
  - d) Discussion Document shared with Parish Council – AB also sent this document, feedback was that this openness was very useful.
5. Financial Report
  - a) Financial Update- no questions
  - b) 5 Year Plan for preliminary consideration- a first draft has been prepared to enable understanding of longer-term financial commitments for the Field and Hall over the next

5 years. This will be revised as necessary, revisited in our April Meeting and will help with any request to the Parish Council for a subvention.

- c) Amazon Smile – in place.
- d) Payment to Richard Cox re- timber storage – A cheque for £200 will be handed to Richard Cox along with a card of thanks; the cost will be offset against a payment for some of the chippings for personal use (amount to be decided). Action CT/DS

6. Hall Update – the Hall is officially open but not being used at present due to the operational difficulties for users in complying with COVID 19 restrictions. It is being cleaned and checked. It may become necessary to put on the heating occasionally although the outside taps are lagged. Taps will be run in compliance with Legionella Guidance when users indicate a return.

- a) To appoint David Jones to:
  - i. Undertake a Fire Risk and Health & Safety Assessment for the hall.
  - ii. Undertake a preliminary assessment of the hall to identify any maintenance requirements and potential improvements as referred to in the Annual Report.

Agreed Proposed CT/Seconded MC

Trevor Brown joined meeting 6.55pm

PAT equipment needs to be booked from Community First (cost about £30) in order to get the process actioned early in the New Year. Action LG

7. Field Update

- a) Play Bark- Written report from BR suggests a considerable saving in Play Bark by reducing the area round the climbing frame by 34m<sup>2</sup>. Hopefully arrangements can be finally agreed in our February Meeting. Bruce also suggests that he could provide a detailed breakdown of the guarantees of the various play equipment components which will help with budgeting for replacement and maintenance. Many thanks to Bruce Royan for his report and his continual work in maintaining the field environment.
- b) Rabbit Hole Trip Hazard Notices – in place (thanks to LG). ND proposed the use of ferrets to control the rabbit population which would avoid the cost and use of chemicals. A concern was raised about children witnessing the process and it was noted that residents would be informed when it was going to occur. ND will approach McBain and Mr. Fitzgerald O'Connor to get their approval for this course of action. No objections were raised.

8. M.O.U.

- a) Update on proposed MOU – we have been able to clarify the role of the Management Trustee and the Custodian Trustee. We are also clearer on the parcel of land consisting of the Bridle Path, Charney Wick Ditch, bridleway, copse, woodland and field. A number of management issues have been identified and need to be addressed within the context of the Governing Document.
  - Bridle Path
  - The bridleway
  - Charney Wick Ditch
  - The woodland

We need to consider whether it is appropriate, having regard to guidance issued by the Charity Commission, for a charity to manage these within the context of providing a Recreational Ground.

- b) CHAFT Management Responsibilities ( Paper circulated with the Agenda) – Parish Council can advise the charity but has no management responsibilities. It is proposed to seek advice ,jointly with the Parish Council, from Community First. Once the advice is obtained a joint approach on the way forward could be proposed. ND asked if both organisations would abide by any advice given by Community First. TB noted that the

PC had yet to discuss this but he will be advising Parish Council that any advice from Community First should not be seen as binding. Community First are not being used as an arbiter but as a source of advice. It is possible that CHAFT may not wish to be bound by the advice either.

Trustees were invited to make comment on the issues outlined in the report:

i. The Bridle Path

Comments were made that it would be best to hear the advice and possibly take further legal advice before making any decisions.

ii. Bridleway and Charney Wick Ditch

Comments were made that might be necessary to take an interim decision in order to deal with current issues pending the advice. It was agreed at the newly formed Joint Liaison Group that we would work together on the management of some of the issues.

iii. Legal Ownership of the Hall and the Field

TB commented that he understood that the PC is the Legal Owner and CHAFT has responsibility for managing it (rather like holding a lease). It would be useful to have clear advice on this. The original CHAFT constitution gives CHAFT the ability to sell the building this seems a contradiction in terms so Community First's advice would be very valuable for clarification.

iv. Subvention from the Parish Council

It would be useful to ask for advice from Community First on the use of a subvention for the longer-term management of the CWD, bridleway and the woodland area. It was agreed that this should be discussed further in the Joint Liaison Group. A subvention would separate the use of funds for managing the Bridleway and CWD from the maintenance of the Hall and Field. CT suggested that we look at the reserves policy and split into 3 so that it is clear how funds are being used.

LG brought forward a proposal (an action from the Joint Liaison Group) which formally clarifies CHAFT's position regarding possible sale of the Village Hall. 'Pending legal clarification CHAFT makes an interim commitment not to seek to sell any of the property of which the PC is Custodian Trustee without consultation with the PC.'

Agreed proposed LG/seconded ND

TB noted that this commitment was very helpful. ND noted the change of name from MOU Formulation Group to the Joint Liaison Group and the Terms of Reference for this group would be brought to the next meeting. He also commented on the greater openness between the bodies which was very helpful.

Recommendations

a) To agree to seek advice from Community First on Issues i-iv outlined in the report.

Agreed

b) To refer paper to PC as a basis for the two bodies making a joint approach to Community First for advice.

Agreed

9. Woodland Project

a) Progress report – The timber was removed on 30<sup>th</sup> November which avoided a further month's rent being necessary. Residents close to the storage site were informed of the collection thanks to LG. The verge was churned up considerably by the large timber lorries. Luckily DS and ND were on hand to reinstate it on the housing side. However, there is considerable damage on the field side which may need more professional attention. ND commented that it would be good to thank Richard Cox for allowing the storage of the timber.

b) To decide on options for treatment of stumps by Charney Wick ditch – There was some discussion on the various options proposed and the information circulated prior to the meeting from our contractor WWM, the Health and Safety Executive, The Forestry Commission and Anna Moffat. (The Environment Agency had not responded and the Vale of White Horse District Council had preferred not to comment).

As it is a relatively small number of stumps compared to the large number previously on the field side of the bridle path it may be practical to manage them and the suckers produced by physical methods. From the discussion it seemed that the trustees were not in favour of chemical treatment so close to the waterway. It was suggested that the stumps might be able to be cut back using a chainsaw.

Going back to the original 4 options sent out to trustees. It was suggested that 'painting of the stumps' be taken out of the equation. Agreed

Also, to take 'further stump grinding' out of the equation for now Agreed

Therefore 2 options remain

1. Manage the stumps within the terms of the felling licence
2. Use Ecoplugs

Trustees were asked if anyone wanted to propose the use of Ecoplugs. No proposal was submitted.

A vote was called on option 1

Agreed unanimously proposed CT/seconded EC

Trustees decided that no chemicals should be used on the CWD side of the bridleway.

Agreed proposed ND/seconded CT

- c) Appointment of Project Team and agree terms of reference – Trustees discussed the makeup of the Project Team. It was suggested that LG should be Lead Trustee and ND would be appointed the trustee. Agreed proposed DB/seconded CT

CT

Terms of reference

Agreed proposed LG/seconded DB

The Parish Council will decide on representation at their January Meeting. ND stressed the importance of keeping the PC informed throughout the planning process as well as CHAFT Management Committee. One volunteer has shown interest in being part of the team and trustees were happy if the volunteer is prepared to attend meetings of the group. Agreed

10. Draft Forward Plan 2020 Agreed

11. Appointment of a Safeguarding Lead/update of Safeguarding Policy in line with ACRE guidance-

AB was appointed as Safeguarding Lead

Agreed proposed MC/seconded PMc

Draft Policy to be updated. Action AB

12. Questions from the Public - None

13. A.O.B.

There had been a complaint from a member of the community regarding dangerous horse riding along the track adjacent to the polo pony field and also near the goal mouth close to the gate. Unfortunately, the rider was quite rude when challenged about the speed of the horse. AB made an initial response to the resident and informed them that the issue would be discussed at this meeting. Trustees discussed other horse riding incidents on the field. It was decided that the legal position will be researched and update provided to trustees.

Action DS/AB

The complainant will be updated. Action AB

14. The next meeting will be held on Wednesday 10<sup>th</sup> February 2021 at 6.30pm.

Meeting closed at 8.30 pm

Minutes Submitted by A.J. Brown 14.12.20

Approved by