

Minutes of the Management Committee of Charney Hall & Field Trust 2021/22

Virtual Zoom meeting 11th August 2021 at 6.30 pm

Present	Trustees	
	Neil Dobson (Chair)	Table Tennis Group
	Christine Trotman (Treasurer)	Village College
	Annabel Brown (Secretary)	Elected Village representative
	Lucy Gildersleeves	St. Peter's PCC representative
	David Jones	Elected Village representative
	David Sibbert	History Group representative
Apologies	Mary Castle	Parish Council representative
	Evelyn Campbell	Parish Council representative
	Bruce Royan	Field Safety Officer

CHAFT trustees propose that CHAFT may hold Trustee Management meetings either in person or virtually using meetings software (such as Zoom). CHAFT trustees shall collectively make the decision in advance on in-person or virtual in respect of any given meeting, and the chosen medium shall be clearly identified on the agenda and communicated to the local community so that members of the public wishing to attend may have access as appropriate in person or virtually on request to the CHAFT secretary. The minutes of Trustee Management meetings, whether held in person or virtually, shall be made available on the website. CHAFT delegated working parties may meet in whatever method the members of said working party feel is best suited to their operation, but shall report back to CHAFT trustees at regular intervals on the progress of their work.

1. Apologies for absence as above.
2. Declaration of interests - none
3. Approval of Minutes of the Management Committee held in Virtual Zoom on 7th July 2021
Proposed AB/ Seconded DJ Agreed
4. Matters Arising from the Minutes not otherwise on the Agenda
CT noted that she had approached a resident in regard to becoming an auditor for CHAFT but had unfortunately not received a positive response.
5. Joint Liaison Group Oral Report (ND)
The minutes of this meeting are now on the Village Website. There was an information exchange on Fete arrangements, the Jubilee, Hall improvements and CHAFT's status in regard to ownership of the Hall, Field and related properties. There was some discussion as to whether possible Jubilee Tree should be placed on the Field or elsewhere in the village. David Roberts (Parish Council Chair) and Trevor Brown (Parish Clerk) noted that the PC had yet to agree the Community First Advice on the ownership of the Hall and Field. The following options were discussed for the way forward.
 - i. Changing of the Land Registry Documents. In order to confirm PC as Custodian Trustee and ownership of the land parcels by CHAFT a cost would be incurred for solicitor services. This is likely to be in the region of £750- £1000 if a London firm were employed or £500-600 if an Oxfordshire firm were employed.

- ii. Leave the status quo. TB had questioned whether it was necessary to change anything as all the decisions will be covered in the Parish Council, CHAFT, Joint Liaison Group Minutes and the Memorandum of Understanding and therefore no costs need be incurred. However, in time the Parish Council might change and have different views and be less supportive of the decisions made.
- iii. Use of the Official Custodian. LG pointed out that this service is free. DS had carried out some research and found that there was a fairly even spread of Village Halls who used their PC as Custodian Trustee and those who used the Official Custodian.
- iv. Change CHAFT to an Incorporated Charity. This would enable CHAFT to hold its own Land Registry documents. It would allow CHAFT to take out contracts and to be an employer. This would incur higher accountancy fees which would be ongoing. There would be an initial cost of £2000-£2500. CHAFT would effectively become a Limited Company and would need to provide pensions for employees. At the moment contracts can be taken out by individual trustees who bear liability for them. In the past some contracts have been facilitated through the PC. Again DS had carried out some research and found on that only 237 Village Halls had become Incorporated Charities where as 1317 were Unincorporated (ACRE Survey 2020). ND felt there would be a huge expense involved and questioned if it would really be necessary.
- v. Updating Governing Documents. A solicitor would need to be employed to do this.
- vi. DS felt that CHAFT needs to take official advice on the way forward and a Zoom training session from a qualified and recommended solicitor could be provided for a fee of £450. The provider would need to be given a carefully considered brief in order to know what should be covered in the training.

Proposals

- 1) We agree to authorise DS to research further the costs of changing the Land Registry Document Proposed DS/Seconded LG Agreed
- 2) Trustees authorise DS, with support from ND and CT, to prepare a list of issues which would lead into a training brief which would be circulated to all trustees and lead to an application for a training session (within a budget of £600). Proposed LG/Seconded DJ Agreed

Possible fragmentation of Charney Field to leave Bridle Path and Charney Wick Ditch with PC was also discussed. This is not supported by the PC and the consensus of the last CHAFT meeting was that this was not desirable. CHAFT is now considering the best management options for the land parcels. It is likely that different sub-committees would be formed to manage each of the 3 land parcels - Field, Woodland area and the Bridle Path with CWD which would report back to the Management Committee. Before necessary work could begin on CWD a Biodiversity Report would need to be commissioned in order that any work would be supportive of the environment. Two possible experts are being considered one suggested by TB (Craig Blackwell former Biodiversity Officer at OCC) and another suggested by Lucy Gildersleeves (Rachel Chippendale). Both avenues are being pursued and evaluated at present.

Involvement of PC in Woodland and other groups was also discussed. TB is concerned that PC could compromise its role as Custodian Trustee but a member of the PC could become involved purely as an individual resident (with no remit to represent PC or feedback

information). Other solutions would be if PC was no longer Custodian Trustee or if the CHAFT was changed to an incorporated charity which does not require a Custodian.

6. Financial Update (CT) – reports were circulated prior to the meeting and no questions were noted.
 - a) Bank Signatories
 - At present Bank Signatories are CT, MC, AB and DS. It was agreed to add ND.
 - Since Phillipa McRobert has left CHAFT there are only 2 people able to make bank transfers CT and AB. It was agreed to add ND and LG.

7. Woodland Renovation Project Progress Report (LG) – report was circulated prior to the meeting. Since the report was written Wessex have been contacted about the tree groups which would be supplied as whips. Wessex are happy with the species suggestions and will now go back to the Forestry Commission on our behalf.

LG emphasised the importance of a watertight Biodiversity Report for CWD so that it is clear what is permitted and the limitations on the maintenance of the area. It is important that a clear response can be made to any concerns raised by members of the public.

The Jubilee Tree Initiative had been considered and it was felt that another specimen tree would become lost among the new planting and LG asked trustees to consider the instalment of a limestone Jubilee Cairn which would be a welcome home to wildlife and provide a monument to the occasion. No objections were raised to this idea as long as it could be funded through the 'Jubilee Green Canopy Initiative'.

8. Events
 - a) Your Hall! Your Field! Your Village! - ND explained that a marquee would set up as part of the fete with display boards illustrating the Work of CHAFT and especially the Woodland Group. Leaflets would be provided to identify species of wildlife to involve children and their families in the projects. The gazebo would be shared with PCC and possibly PC.

It was proposed that a banner promoting CHAFT be commissioned to personalise the gazebo with a cost of £100 approx. Proposed ND/Seconded LG Agreed
 - b) Fete -LG reported that a further planning meeting had taken place and all was going well. Set up and Strike Group identified and road closure has been applied for. Women of Note and the Ukulele Group will provide music. A couple of steam rollers will be a further attraction. A barbecue and Curry Lunch would be available from 1.00 as well as the usual tea and cake. Click and Trace code will be available on stalls and tables or sign in facility to comply with COVID 16 regulations.
 - c) Other forthcoming events in the planning stage include a joint Church/CHAFT Apple Day towards the end of October and a CHAFT Quiz Night in the spring.

9. Hall Update (CT/DJ) – Report circulated prior to the meeting. DJ reported that work providing handrails, ramps and repairing the trip hazards was underway at a cost of £853.
 - a) Ultrafast Broadband – the questionnaire has been completed and submitted to OCC registering an interest. If the Hall qualifies the installation Fee is paid and the broadband is free for one year but after that the cost is likely to be £600-700 per year. ND asked if the hall had a phone line. CT said that the line is still in place but would need to be reconnected. It could still be used to provide a simpler broadband connection. DS felt there would be a number of benefits and superfast broadband might be sufficient.

A recent survey noted that 90% of Village Halls have broadband. David Harman was prepared to offer specialist advice. ND suggested the public could be asked at the fete whether they would be more likely to use the hall there was broadband connection.

b) Sound System- this is also being explored for the hall.

10. Field Update (DS) – Grassland Report had been circulated prior to the meeting.

a) New Bench – Amanda Graham has offered to pay for a new bench made of sustainable material. Trustees welcomed this very kind offer. AB asked about the positioning of the bench. DS replied that AG wanted it positioned along the line of trees and facing the Polo Ponies Field. LG suggested that if it was a backless bench people could sit either facing the field or the ponies. It was also suggested that Tim Fitzgerald O'Connor be approached to check whether he was happy with the positioning as the ponies can be easily spooked.

Action DS/ND

b) Field Safety Report (BR) – Reported was circulated prior to the meeting as BR gave his apologies.

11. Safeguarding Training Report (AB)- Report circulated prior to the meeting. Our current Safeguarding Report is fine but the Safeguarding contact numbers need to be checked to ensure that they are current. She asked Trustees whether there is a Code of Conduct for Trustees, this is not the case so it is something that she will explore. LG noted that the Church has Safeguarding paperwork in place that she was willing to share with AB. CT confirmed that the Hall Hiring Agreement had been updated in line with the recommendations of the Safeguarding Training Report. ND asked if a DBS check would be needed for the Table Tennis Club if they were going to include children. AB said that if parents weren't present at least one adult would need to be DBS checked. ND wondered if it would be worthwhile for all Trustees to be DBS checked. AB said she would look into this and the cost incurred.

Action AB

12. Parish Council Minutes – link provided for trustees on Agenda.

Village College- PC agreed that no decision would be made until CHAFT had had an opportunity to comment on the proposed winding up of the Village College. CT noted that the Village College has no classes at present. In September Pilates Groups will start but they will be administered by the tutors directly who will pay £10 per hour booking fee. She said the administration was very time consuming. Village College courses had tended to run at a loss although there was still some money in the account which might need to be returned to PC. It was originally set up by PC in liaison with Abingdon and Witney College and Government Funding. It is now probably better for the Hall Events to be run through CHAFT rather than through the Village College and PC. It is thought that PC would be happy for it to be wound up. ND suggested that it could be another question for the public in the CHAFT Gazebo at the Fete (whether anyone had ideas for additional activities in the Hall).

13. No questions from the public were received.

14. A.O.B – Outstanding Items

- a) Review of Equal Opportunities Policy- not immediately necessary
- b) Review of Environment Policy- not immediately necessary
- c) Review of Policy on External Stalls at Fundraising Events

- this was discussed and it was decided that the Hire Fee would be £10 table fee plus 10% of takings Proposed LG/Seconded AB Agreed
 - d) Updating Google Docs and Trustees Briefing – to be considered during the year
 - e) Document and File Retention Policy -to be considered during the year
 - f) Footpath 158/8 and horse-riding – for further discussion during the year
 - g) Updating and quality auditing of CHAFT menu on Village Website
 - h) Terms of reference of Woodland Renovation Group (to include existing TOR and proposed new TOR) – Add to the Agenda for next meeting. Action LG/AB
 - i) Charney Village College – Discussed under item 12.
 - j) Update of Field Safety Policy- not immediately necessary
 - k) Data audit – not immediately necessary
 - l) PAT testing – LG reported that she is waiting for the equipment to be available from Community First and then she will carry out the testing. DJ asked if he could be present during the testing. LG was happy to have help and will look into a training course for DJ. Action LG
 - m) Rabbits on the Field- ND to approach McBains regarding rabbit control on their property. He noted that the fence onto the field is now unattached at the bottom allowing easy access for dogs (which might become trapped). Action ND
- CHAFT Representation on Village Facebook Page. AB said she would look into whether it was possible for a CHAFT Facebook Account to be registered in order that notices could be posted. Action AB
15. Next meeting will be held on Wednesday 13th October 2021 at 6.30pm. A decision will be made nearer the time as to the venue (Hall/Zoom).

Signed

Date

Minutes submitted by AB on 17.8.21