

# Minutes of Management Committee of Charney Hall & Field Trust

## Virtual Zoom meeting 12<sup>th</sup> May 2021 at 6.30 pm.

### Present

#### Trustees

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

Trevor Brown

Parish Clerk

#### Apologies

Philippa McRobert	Elected Village representative
Bruce Royan	Field Safety Officer

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> April 2021  
*Agreed Proposed MC/Seconded DJ*
4. Matters Arising from the Minutes (not otherwise on the agenda)
  - a) Safeguarding Training – No dates have yet been proposed by Community First
  - b) Mobile defibrillator - no further information is available as yet.
  - c) Rabbits on the field – ND reported that Mr Fitzgerald O'Connor had installed a 'rabbit fence' which he had found to be successful in controlling rabbits on his property. The rabbits which are now causing damage on the field are originating from the McBains site. McBains are responsible for controlling the rabbit population on their property. ND will approach them to enquire what action they are going to take to resolve the matter. DS reported that there is advice on rabbit management and responsibilities on GOV.UK website.
  - d) Children's Play Area Bark Update – DS reported that he is having a meeting with Peter Busby (Charney Army) to discuss the final options and investigate the condition of the membrane tomorrow. ND asked whether an additional top soil would be necessary DS replied that this would be confirmed after the meeting and then costed.
5. Management of Village Hall and Charney Field (DS) CONFIDENTIAL ITEM  
DS gave an oral update on his initial interpretation of the outcome of the Zoom Meeting with Community First and ACRE (Association of Communities in Rural England) on 4<sup>th</sup> May, 2021 and subsequent exchange of emails. His interpretation of the current position and notes on the discussion has been included as a confidential minute.  
Further advice from ACRE and Community First is awaited and DS indicated would be seeking a meeting with the Parish Clerk to discuss the next steps.

6. Finance (CT)

- a) Documents have been circulated and no questions or queries have been noted. There has been very little financial activity since our last meeting. The Transfers to United Trust have not yet been actioned. Paperwork is being prepared for the audit.
- b) Reserves Policy has been updated as agreed at the last meeting.

Both reports received with thanks Proposed ND/ Seconded DJ

7. Hall Safety, Maintenance and Refurbishment (DJ)

Report circulated and additional supporting information was circulated on 30<sup>th</sup> April.

DJ thanked DS and CT for their help with the Safety Tours and documentation and to Ian Taylor for his professional advice. DJ confirmed the Health and Safety Documentation that he had followed in order to make his recommendations.

No big issues came out of the Fire Safety Risk Assessment - just possibly the automatic closure of the kitchen door.

Health and Safety Risk Assessments - some issues have been identified and actions to control them noted.

One concern is the boarding used in the ceiling of the hall as it is unknown whether asbestos is present. It is important for this to be tested before any work is done on the lighting or suspended heating elements. Unfortunately, this is likely to be costly.

The other worrying hazard is the Tea Urn which has a dangling cord which could be inadvertently pulled causing a deluge of boiling water. Tea Urn has been removed to the storeroom. The Urn could be permanently fixed to the wall (but this would impede its use for the Fete). MC suggested that it could be replaced by a water heater but this might not be cost effective. ND suggested that the cord could be shortened to stop it dangling. MC noted it would be impossible to run events without a tea urn. If it was used for the Fete a risk assessment would be needed.

ND asked whether all the glass in the doors is safety glass. DJ replied that it is. Glazing to the windows is single glazed and could be replaced with double glazed toughed glass.

Four documents have been published. Hall is in a clean state and very well managed.

It is suggested that a subcommittee is set up to take the recommendations forward, prioritise the most urgent and cost any actions necessary.

- Fire Safety and Health and Safety- Management Committee was recommended to: Consider the safety issues outlined at Annex 1 and appoint a working group to implement measures to reduce identified risks and report progress to future meetings of the Management Committee and to confirm allocation to the working party of a minor works budget of £3000, as voted for at management committee meeting 14<sup>th</sup> April 2010, for implementation of the required measures. Agreed Proposed CT/Seconded ND
- Maintenance-The Management Committee was further recommended to refer the two maintenance issues to the proposed working group (paragraph 1.9 of Report) for implementation with the allocated budget for safety improvements. Agreed Proposed LG/ Seconded ND
- Hall Refurbishment- The Management Committee was invited to consider whether it now wishes to undertake an initial study of potential improvements and, if so, invite the proposed working group to pursue this further with a view to reporting to the Management Committee by January 2022. Agreed Proposed CT/Seconded ND
- Safety Policy- The Management Committee was recommended to approved this policy which should be displayed. Agreed Proposed MC/Seconded/DJ
- Working Group- The Management was recommended to approve the members of the working group to be DJ/DS/CT with Ian Taylor and Brian Trotman. Agreed Proposed ND/Seconded MC

8. Field Safety Policy

DS drew attention to an error in the policy and sought agreement to the deletion of the words '(Charney Wick Ditch)' on line 1 under 'Annual Inspection' at paragraph 2.

The report had been updated to cover current work and planned work. It had been suggested that bonfires should not be allowed for environmental reasons. However, bonfires would be the most practical way to get rid of unwanted debris for the time being as long as the conditions laid down in the policy were complied with.

The draft safety policy was approved subject to the amendment referred to above.

Agreed Proposed ND/Seconded LG

9. Woodland Renovation Group (LG)

LG reported that the specimen trees on the field had been re-mulched and would like to thank the Charney Army for this. Tree guards are going to be placed on the Willow Arbour to minimize the damage by rabbits. These are being donated so no cost is incurred. A working party from the Charney Army has been arranged to install the bench in the next few days.

a) There has been no progress so far on the educational approach to restricting horse access to footpath 158/8. ND reported that he has been mentioning the restriction to as many people as he sees and this seems to be having an effect as more horses are being seen using New Road and there is no evidence of new horse prints on the field.

b) The last of the wood chippings will be moved shortly which will allow Mr Fitzgerald O'Connor's employee to harrow the area. ND asked if he would be able to access the area with his machinery and LG replied that it was narrow gauge. There hasn't been any sign of suckering so harrowing won't be a problem at this point in time.

CT asked about when the spraying of the suckers is likely to be scheduled. LG replied that at the moment no suckers with leaves were apparent due to the cold spring and it would be ineffective until leaves were produced.

The posts for the dry hedging are now available. LG will approach Mike Gooding to see if they can be put in place. Children will be able to be involved in building the dry hedging.

10. Social and Fund-Raising Events 2021/22 (LG)

The main event planned is the Fete to be held on Saturday 4<sup>th</sup> September. The date has been agreed by the PCC. It is proposed that it will take place on the Village Green. The owners of Manor Farm have agreed for the part of the Fete to be held in their field adjoining the Village Green. PMc is considering whether she would like to help with the organisation. Any trustees willing to help with organization. ND asked who was helping at the moment. Only Tamsin and possibly Philippa at the moment. LG will be attempting to recruit from the village. No volunteers yet from the PPC. Lots of volunteers are usually available on the day. Any thoughts or ideas would be most welcome.

Some discussion occurred about marquees and CT noted that a couple of pop up Gazebos could be purchased by CHAFT to replace those damaged ones discarded recently. CT volunteered to price a couple to purchase for village use.

Agreed

11. Preparation of Annual Report of Trustees 20/21 – DS will circulate initial documentation for contributions.

12. Parish Council Minutes 5<sup>th</sup> May 2021- These are now on the web. CT has indicated to the Parish Council that she wishes to stand down from the Management of the Village College. DS said it would be ideal if someone could shadow CT in this role. Trustees are asked to investigate whether any villager would be prepared to volunteer.

13. Date of AGM and First Meeting of New Management Committee – AGM should be an Open Meeting and held in the Village Hall. This will depend on COVID 19 restrictions. Some discussion over possible dates. Wednesday 7<sup>th</sup> July at 7.00pm was proposed.

Agreed Proposed LG/ Seconded CT

A short meeting should be held on 9<sup>th</sup> June at 6.30 by Zoom to prepare for the AGM. **Agreed**

14. Forward Diary

The items were noted. Some items may need to be rescheduled for action after the AGM in July. **Action DS**

15. Questions from the Public - None

16. A.O.B

Charney Manor License - ND enquired whether this was approved. MC confirmed that it was.

Hall Report - CT reported that the elections were held in the Hall and has now been deep cleaned. Bookings had been received from the New Ukulele Group and One Pilates Group. Table Tennis may also be returning. ND asked what the dimensions of the Hall were and CT replied 47 sqm.

Tea in the Hall - it may be possible to hold a 'Tea in the Hall' event in July to promote activities and welcome the community back.

Meeting closed at 8.25 pm

Minutes Submitted by A.J. Brown 17.5. 21

Approved by