

Minutes of the Management Committee of Charney Hall & Field Trust

Virtual Zoom meeting 6th April 2022 at 6.30 pm

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

CHAFT trustees agreed 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 – Evelyn Campbell (Bruce Royan joining at 7.00pm)
2. Declaration of interests – none
3. Approval of Minutes of the Management Committee held in Virtual Zoom on 9th February 2022 – ND asked for an amendment to the Minutes at item 13.
Addition- CT noted that if we want to change the Constitution of the Committee of Management then we would need written permission from the Charity Commission plus the agreement of third-party organisations (Village Groups) who nominate trustees in order to move from representative trustees to elected Trustees.
Minutes were approved with above addition. Proposed DJ/ Seconded MC Agreed
4. Matters Arising from the Minutes not otherwise on the Agenda
CT asked on Evelyn Campbell's behalf that a big thank you should be recorded to Sally Hawkins for collecting the 100 club subscriptions. This raised a net income of £1,200.
5. Financial Update (CT) – reports were circulated prior to the meeting. CT suggested that £6,250 should be moved from the General Reserves to the Field Refurbishment Fund as the Field will need the most expenditure in the coming year. There is likely to be £3,500 needed for legal fees which she suggested should come from the General Reserve rather than being split between the two designated reserves. At present there is £24,000 in the Hall Fabric Fund and £8,500 in the Field Refurbishment Fund. DS was concerned that there may be

more expenditure needed for the Hall. CT noted that it would be possible to move reserves back if this were necessary.

ND made the point that the electricity costs for the hall are greater than the fees charged. CT said that some groups are using more electricity than others. DS felt that a subsidy might be needed to encourage more use of the hall. ND felt that we were already subsidising the heating costs.

CT noted that she had asked Trustees to consider how much of the excess funds should be put on deposit but that she had only received one reply. The interest we are receiving from HSBC amounts to £1.30 for the year.

It was discussed that £10k should be added to our existing 100-day Unit Trust account (paying 0.95% interest) and open a new 200-day account with £10K (paying 1.15% interest) however CT was asked to look at other options such as building society deposits.

Proposed LG/Seconded MC Agreed

It was proposed that £6,250 is moved to Field Refurbishment Fund from General Reserve

Proposed CT/Seconded DS Agreed

6. Woodland Renovation Project Update (LG/ND) – 325 whips provided by Wessex have been planted, 250 of which are the species set by the Felling Licence (which is slightly more than the advice given by Andy Gardner) and 75 other species (Hornbeam, Hazel and Holly) in line with the consultation with villagers.

LG recorded a huge thanks to the Charney Army who spread the last of the chippings to mulch the new trees. A drainage ditch was also dug and more chippings spread to improve the muddy areas.

Village children and Hanney Cubs enjoyed making hedgehog boxes and working on the dry hedging.

The marking paint is eco-friendly and will eventually fade away but it is very useful at the present to demark the different species planted. More work has been done including in-planting of the willow arbour and pruning the coppice. A gift of daffodil bulbs has also been planted.

ND recorded many thanks to LG and family and Stephanie and John Wright for all their hard work. Between 10 and 20 villagers helped with the planting and we were able to harness volunteers who were not needed initially in planting Hornbeam and Holly in the space vacated by the chipping's heaps.

ND suggested that the expanding Woodland Restoration Project (beautifying the field) should be discussed at the next meeting.

LG commented that the Jubilee Cairn will be the next part of the project.

DS recorded thanks to the Woodland Group for whole planting being completed on time.

BR joined the meeting at 7.05

7. Events (LG)- No further updates at present.
8. Hall Update (CT/DJ) – Report circulated prior to the meeting.

CT asked for comments on Heaton's Heating/Lighting Professional Report (suggested by Ian Taylor) which would cost of £816. MC asked if free reports could be acquired from other companies. DS felt that a report is right way forward and that this company was Ian's preference. He further commented that the heating/lighting issues have been discussed for a long time and now need dealing with. MC suggested that more than one quote should be obtained. CT agreed and suggested that we ask Ian Taylor if there is another company who could be approached for an independent survey. DJ felt it was important to get better control of the heating and lighting of the hall. ND said it needed swift action so work could be in place before the next meeting.

It was proposed that quotes from at least two companies could be sent out by email to trustees for a preferential vote.

Proposed ND/seconded CT Agreed

Some discussion ensued regarding the ventilation and use of the Carbon Dioxide Meter. CT noted that the OCC Oxfordshire Covid Secure Team guidance is that the room should be ventilated for 10 mins before and after use. LG commented that ventilation before use probably encourages the heating to be used.

CT noted that the fans can now be used and therefore the fuses have been replaced.

There has been no progress on the Broadband issue due to time constraints.

Hall users- CT reported that the Vale Islanders are now back using the hall weekly. A Reiki Group now uses the hall but have complained of the noise the clock makes. Coffee Morning does not seem to be returning as the attendees are anxious of the Covid 19 risk. ND noted that he would ask Steph Wright if there was any intention of this group reforming in the future.

Action ND

DS recorded thanks to the Cleaning Group who gave their services during the Covid restrictions to ensure the Hall's Safety. He asked if an email could be sent to thank them. CT said she could do this.

Action CT

9. Field Update (DS) – Oral Report

a) New Bench – the bench has arrived and Peter Hawkins is willing to lay a concrete base and knows the dimensions but he would need some help to action this.

a) Annual Inspection of Charney Field (BR) –Annual Safety Report was circulated prior to the meeting.

BR noted that the bark was not mentioned in the Report so that the inspector must be happy with the depth. ND mentioned the rust on the goal posts and the chains of the swings. BR said this was not highlighted as a danger and that he checks the chains every week and there is no actual corrosion. Once they do start to wear they will need to be replaced. The same applies to the goal posts although some repainting of these would be useful.

b) Field Safety Oral Report (BR) -DJ noted that some repairs to the fencing posts behind the goal is probably necessary. Some rabbit holes may need to be infilled although there do not seem to be as many rabbits on the field at present. BR reported that the dog fouling is about the same. BR also reported that the hand gel dispenser tends to seize up during the cold weather and needs quite hard pressure to work. CT and MC wondered whether it was still necessary to provide this. BR commented that he is happy to keep filling it at the present. AB reported that there is a gap in the fencing around the play area due to a broken part of the access panel that allows a small dog to get in. Although she can avoid her dog doing this she feels there are other small dogs that might take advantage of this opportunity. ND asked AB to ask the Parish Clerk if he could request that the grass cutters do not strim so close to the fencing as this is damaging the fencing.

Action AB

c) Allotments (DS) – Report and accompanying documents were circulated prior to the meeting.

As highlighted in the report CHAFT would need to get advice from the Charity Commission if it was considering use of any of the field for allotments. There are a range of issues mentioned in the report associated with the provision of allotments which would be problematic for the site. AB felt it would be detrimental to the appearance of the field to site allotments on the field. MC felt it would take away facilities from villagers to reduce the area of the field in this way.

It was proposed that no allotments should be created on the field

Proposed ND/ Seconded DJ Agreed

It was proposed that the reports prepared by DS should be sent to Parish Council in response to their request.

Proposed ND/Seconded MC Agreed

- d) Rabbits on the Field (ND)- ND felt they were less visible at the moment. He will talk to McBains and Tim Fitzgerald O'Connor regarding control

Action

N

10. Management of CHAFT Properties-ND asked DS to lead on this item.

- a) Governing Document Review- Report was circulated prior to the meeting. DS explained that the Governing Document was drawn up 30 years ago and amended 20 years ago. There have been a lot of new responsibilities during this time and there have always been difficulties in getting representation from Village Groups so a change is necessary. The proposed changes will need to be sent to the Charity Commission for their approval and the feedback from their comments will hopefully be available to discuss in our June Meeting. Only the PCC and PC wished to continue with their representation on the Governing Body. Therefore, it is suggested that the Management Committee constitution should be changed to 8 elected members and 3 representative members (two from the PC and one from the PCC).

MC asked what would be the protocol by which people would be elected. ND said this could be through a Survey Monkey or Villagers could vote at the AGM. Hustings could be held if there were too many candidates for the positions needed. AB said that she would be unwilling to take part in Hustings and would stand down if there were too many candidates for places or if anyone wished to take over as secretary. LG suggested that it would be important to know how many people wished to become trustees before the AGM.

ND explained that it was necessary for trustees to have a role as at present there is a very uneven work load among the trustees. A range of portfolios is suggested in the circulated document. It was noted that the role of secretary had been inadvertently omitted from this list.

Some discussion was held about how many trustees could be co-opted. CT suggested that two be appropriate which is not a change from the current position.

It was proposed that the constitution be changed to 8 elected trustees and 3 representative trustees two from the PC and one from the PCC.

Proposed CT/seconded ND Agreed

It was further proposed that up to two additional trustees can be co-opted onto Management Committee.

Proposed ND/seconded CT Agreed

ND suggested that elected members should have a 2-year term with special arrangements for the first year so that not all trustees would have their re-election occurring in the same year.

Therefore, it was proposed that Elected Members should be elected for 2 years with special arrangements put in place for Year One.

Proposed DS/seconded ND Agreed

ND asked how portfolios of responsibility should be distributed. MC suggested that this should be agreed by the trustees.

It was proposed that the letter to the Charity Commission would be sent out to all trustees for approval prior to being sent. **Proposed ND/seconded LG Agreed**

Some discussion was held about the timing of the AGM
It was proposed that the AGM be held in July with the actual date to be decided at the next meeting. **Proposed ND/seconded LG Agreed**

MC pointed out that the Charity Commission can be very slow in responding to paperwork. ND suggested that if the feedback from the Charity Commission had not been received by the AGM then an Extraordinary AGM would need to be held once it had been received.

b) Land Registry Documents - DS reported that it had been some time since he had approached solicitors regarding the change necessary and that maybe the situation could have changed since his first inquiry. A sum of £526+VAT had been quoted. The PC had agreed in principle to sharing this cost.

c) Addressing Change Document- this was re-circulated prior to the meeting.
MC clarified that this was the document which was provided for the last meeting. DS noted that point 1. Ownership of the Hall and Field is now resolved. Point 2. Proposed Changes to the Charity's Governing Document and point 3. Land Registry Documents Changes are now in progress. Point 6. Replanting of the Woodland Area has been completed. The rest of the document is still under review and may be addressed at the next JLG Meeting.

MC suggested that a joint CHAFT and PC meeting is held to discuss the current issues as it hopefully it will be easier to clear the air and move forward in a spirit of co-operation if a face to face meeting were convened. ND felt that there would need to be a tight agenda.

A proposal was made that a joint meeting be held between CHAFT and the PC to discuss mutual issues. **Proposed MC /seconded CT Agreed**

ND was asked to contact the Chair of the Parish Council **Action ND**

ND resumed as the lead of the meeting.

11. Safeguarding (AB) – Review of Safeguarding Policy and amended Reporting Form circulated prior to the meeting.
Proposal Safeguarding Policy and accompanying Reporting Form were approved **Proposed ND/ seconded CT Agreed**
12. Parish Council Minutes – link provided for trustees on Agenda.
No comments were made.
13. CHAFT Menu on Website (DS) – DS was concerned that this had not been updated apart from the Meetings Tab for some time. AB said she was happy to look at it but was unsure whether she would be able to update all areas. ND suggested all trustees look at it and comment on where updates were necessary. AB said she was happy to liaise with Amanda Graham in actioning any necessary updates. **Action All Trustees/AB**
14. Updating of Google Docs - CT had already sent round an email explaining how to access Google Docs and asked trustees to update sections of their responsibility. **Action All Trustees**
15. Questions from the Public- none
16. A.O.B - Outstanding Items

- a) Review of Equal Opportunities Policy- AB is working on this. Action AB
- b) Review of Environmental Policy – LG suggested that this should be looked at in conjunction with the field safety policy. Action DS/LS
- c) Terms of Reference of Woodland Renovation Group
- d) Update of Field Safety Policy
- e) Data audit - CT has emailed all trustees regarding their Data usage and storage and is awaiting responses. Action All Trustees

Horses on the field- ND suggested that this is an ongoing problem. Tim Fitzgerald O'Connor had been approached regarding putting a notice at his end of Footpath 158/8. However, LG suggested that it might be worth trying putting some posts along the gap between the field entrance and the Bridle Path making it less easy for horse riders to access. ND commented it was important that wheelchairs and buggies could still access the field. He thought maybe a zigzag array of posts might be most effective. LG suggested some notices on the posts prohibiting horses and bikes. ND thought it was a shame to prohibit small children's bikes from the field as there are few open spaces for children to learn to ride without stabilisers.

It was proposed that posts will be placed along the gap to the field from the Bridle Path to Footpath 158/8. Proposed LG/Seconded ND Agreed

LG said she would ask her son to help with the post installation on his next visit home.

17. Next meeting to be on 8th June at 6.30 in the Village Hall and the AGM to be held in July (date to be fixed at the next meeting).

Signed

Date

Minutes submitted by AB on 12.4.22