

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

## Meeting held on 8<sup>th</sup> June 2022 at 6.30 pm in the Village Hall

<b>Present</b>	<b>Trustees</b>	
	Neil Dobson (Chair)	Table Tennis Group
	Annabel Brown (Secretary)	Elected Village representative
	Evelyn Campbell	Parish Council 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

### Members of the Public

None

<b>Apologies</b>	Christine Trotman (Treasurer)	Village College representative
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1. Apologies for absence – Christine Trotman
2. Declaration of interests – none
3. Approval of Minutes of the Management Committee on 6<sup>th</sup> April 2022  
**Proposed ND/ Secoded MC Agreed**
4. Approval of Minutes of the Management Committee on 27<sup>th</sup> April 2022  
**Proposed ND/Secoded LG Agreed**
5. Matters Arising from the Minutes not otherwise on the Agenda- None
6. Financial Update (CT) – reports were circulated prior to the meeting and no questions were asked
7. Amendment to Land Registry Document (DS)- Proposed amendments were circulated prior to the meeting. ND noted that DS had been in contact with the Parish Council who feel legal advice is necessary and this would be discussed at a full Parish Council Meeting before any agreement could be reached. ND asked MC if it was likely that the PC would be able to access the required legal advice in time for their next meeting on the 6<sup>th</sup> July. MC commented that the PC may have an additional meeting to discuss this issue and make decisions once legal advice has been obtained.  
Trustees were then asked to vote firstly on the proposals detailed in the circulated document at paragraphs 10(a) and 10(b). **Proposed ND/ Secoded DJ Agreed**  
Secondly to await a decision from the Parish Council as to whether they are prepared to sign the consent form and if they do so authorise the Charity's solicitor to take action to amend the land registry documents. **Proposed ND/ Secoded MC Agreed**
8. Governing Document – Proposed Changes circulated prior to the Meeting
  - a) Proposals for Changes to Governing Document that do not require Charity Commission Permission
    - 1) Constitution - LG queried whether it was necessary to retrospectively inform the CC of the changes to GD Clause 6(2) following the committee meeting on 14.10.19. ND

reported that CT had felt this was necessary and the new changes are not likely to be made in time for the AGM and therefore would be unlikely to confuse the CC.  
Proposal - Changes to Clause 6(2) as laid out in the circulated document

Proposed ND/ Seconded EC Agreed

2) Committee Meetings- Changes to clause 15

Trustees discussed the proposal the one of the meetings each year should be held in person (not virtually). In view of the recent COVID 19 pandemic it was felt that a proviso should be added to part (b) 'subject to legal restrictions or clinical advice'.

Proposal – changes to Clause 15 parts (a) (b) and (c) as laid out in the circulated document and with above proviso.

Proposed ND/ Seconded DJ Agreed

Trustees discussed the relevance of the terms 'Members' and 'Trustees' which appear in the items. ND reported that CT had explained that the CC tends to refer to 'Members' rather than 'Trustees' in their documentation. It was therefore suggested that there should be a clarification at the beginning of the document that the terms are interchangeable.

Proposal – changes to Clause 15 parts (d) (e) and (f) as laid out in the circulated document.

Proposed ND/ Seconded EC Agreed

3) Minutes and Accounts – Changes to Clause 18

Proposal – changes to Clause 18 parts (a) (b) and (c) as laid out in the circulated document

Proposed ND/ Seconded DJ Agreed

4) Rules – additions to Clause 19

Trustees noted typo in part e) of/or and the interchangeability of the terms 'member' and 'trustee' with these two provisos

Proposal – additions to Clause 19 parts (a) (b) and (c) as laid out in the circulated document

Proposed DS/ Seconded MC Agreed

5) Delegation – additions to Clause 19

Some discussion occurred over the wording of part (a). There was concern over possible occasions when a working party may not include a Trustee at a particular time. Therefore, it was decided that part (a) should be amended to 'In addition to their statutory powers, the members may delegate any of their powers of functions to a sub-committee or working party which must include one or more trustees. The sub-committee or working party must act accordance with any direction given by the members (trustees). It must not incur expenditure on behalf of the charity, except in accordance with a budget previously agreed by the members and with the presence of a trustee.'

Proposal – additions to clause 19 with alterations as above parts (a) (b) and (c)

Proposed MC/ Seconded LG Agreed

6) & 7) Insurance / Receipts and Expenditure

Proposals- additions to Clause 20 parts (a) (b) and (c) and additions to Clause 21 parts (a) (b) and (c)

Proposed MC/ Seconded LG Agreed

b) Possible Time-Line for Changes to Governing Document- Time-Line circulated prior to the meeting

Trustees were happy with the Time-Line

Agreed

9. Finance Update (CT)- Financial Report and Treasurer's Report were circulated prior to the meeting

There were no queries on the financial documents. Many thanks to EC were recorded for the work on providing the 100 club receipts.

10. Woodland Renovation Project Update (LG) – Stephanie and John Wright have been carrying out some outgoing pruning – many thanks to them for all their hard work. LG reported that some weeding is necessary so that water is not obstructed to the new trees. Also, some extra grass cutting will be necessary as Tim Fitzgerald O'Connor will not be able to get his tractor and grass cutter under the trees.
11. Events – LG noted that the Fete planning group is about to be convened.
12. Hall Update (DJ) – ND noted that CT had registered an interest in the Jubilee Grant being made available to Village Halls. DJ reported that 15 out of the 20 issues mentioned in the last Health and Safety Report have been addressed. The Health and Safety Team comprising of DJ, CT and Ian Taylor have completed their latest inspection and the report is in the pipeline. The main issues are:
  - Extractor Fan does not extract to the outside.
  - Asbestos slats are present under the ramp to the front door. These do not present any hazard if they are untouched. However, they do need to be recorded on the Asbestos Register and any contractors need to be made aware of their presence.
  - Improvements to the heating system are being considered. The overhead heaters could be replaced by air conditioning units would be used for heating or cooling. No quotes have so far been obtained. ND that any noise nuisance caused by air conditioning units would need to be considered. Insulation to the end wall would also help make heating more economical.
  - Acoustics – A simple solution may be possible and will be considered at a later date.
13. Field Update (DS)
  - a) Field Safety Oral Report (BR) – BR reported that some weeding has been carried out as there is still some suckering. No other issues at the present time.
  - b) Hire of the Field for a Large Event – DS reported that some initial inquiries had been made regarding this possibility. Restrictions apply to the hire of charity land for a charity event where the fundraising is for another charity (guidance from the Oxfordshire Playing Fields Association and the Charity Commission is available). So far, no formal application has been made, as required by CHAFT's approved Field Safety Policy.  
<https://www.gov.uk/guidance/alcohol-at-charity-meetings-and-events>  
<https://www.gov.uk/government/organisations/charity-commission>  
<http://www.opfa.org.uk>
14. Policy Reviews
  - a) CHAFT Reserves Policy (CT)
  - b) Equal Opportunities Policy (AB)Both policies were circulated prior to the meeting.  
Proposal – Updated CHAFT Reserves Policy and updated Equal Opportunities Policy should be adopted. Proposed ND/ Seconded LG Agreed
15. Parish Council Draft Minutes of Annual Meeting held on 11.5.22– link provided for trustees on Agenda. No comments were made.
16. Parish Council Draft Minutes of Annual Village Assembly held on 11.5.22 – link provided for trustees on Agenda. No Comments were made.

17. No questions from the public were received.

18. A.O.B – LG suggested that the CHAFT minutes be posted on the Village Noticeboard two weeks prior to each meeting. She had approached by some villagers who did not have access to the internet and felt that they did not know what was going on. AB said that she would talk to the Parish Clerk about this possibility. She was a little concerned as to whether it would be possible to agree an Agenda that far in advance of a meeting but she would try. ND mentioned that it was possible for villagers to get a hard copy of Charney Chatter if they wished. Action AB

Outstanding items

- a) Review of Environmental Policy (DS) deferred to September
- b) Terms of Reference of Woodland Renovation Group (LG) to be extended to beautification of whole field deferred until Land Registry documents updated.
- c) Update of Field Safety Policy (DS) deferred to September
- d) Date audit (CT)

19. Next meeting – AGM to be held on 20<sup>th</sup> July 2022 at 6.30 in the Village Hall to be followed by First Meeting of the New Committee.

Signed

Date

Minutes submitted by AB on 13.6.22