

# Minutes of the Management Committee of Charney Hall & Field Trust 2021/2

## Meeting held on 12<sup>th</sup> October 2022 at 6.30 pm in the Village Hall

<b>Present</b>	<b>Trustees</b>	
	Christine Trotman (Treasurer)	Elected Village representative
	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	Elected Village representative
<b>Apologies</b>	Neil Dobson (Chairman)	Elected Village representative
	Bruce Royan	Field Safety Officer

1. Apologies for absence – As above.  
AB proposed that DS be asked to Chair the meeting in the absence of ND.  

Proposed AB/ Seconded DJ Agreed
2. Declaration of interests – none
3. Approval of Minutes of the Management Committee on 7<sup>th</sup> July 2022  

Proposed LG/ Seconded MC Agreed
4. Matters Arising from the Minutes not otherwise on the Agenda- None
5. Parish council Draft Minutes of the Meeting held on 7<sup>th</sup> September 2022- DJ noted item 22/71 'Improvements to heating arrangements are planned. All agreed the means of doing this presented difficult challenges: the hope was expressed that any improvements would not lead to a reduction in ceiling height.' MC replied that the PC just expressed a view that it would be a shame to change the intrinsic character of the Village Hall. It was felt that all options should be kept open and await the survey.
6. Amendment to Land Registry Document (DS)- An email had been received from David Roberts, Parish Council Chair noting the PC's concern has always been the long-term future of the Village Hall and Charney Field and their safeguarding for future generations of village residents. In his email, DR reported that he had signed the consent form required by CHAFT's solicitor and DS noted that he had received this from the Parish Clerk. The PC also attached the legal advice that they had received which they are releasing as a public document. The PC hoped that CHAFT would consider the information and offer feedback which could then be discussed at a Joint Liaison Group Meeting.  
DS had discussed the email with ND prior to this meeting and ND felt that CHAFT might like to take legal advice on what would happen to the properties should CHAFT be unable to function.  
Actions
  - i. To circulate the email and legal advice to all CHAFT Trustees.  

Proposed DS/ Seconded MC Agreed

- ii. To explore advice previously received from Community First, Charity Commission and confirm with our solicitor what would happen to the properties should CHAFT be unable to function.  
Proposed LG/ Seconded MC Agreed
- iii. Trustees to meet by zoom to agree their position in response to the PC's email.  
Proposed CT/ Seconded DJ Agreed
- iv. Feedback to PC through a joint meeting rather than JLG once our legal advice has been obtained.  
Proposed NC/ Seconded LG Agreed
- v. Delay final implementation to change Land Registry Documents until November.  
Proposed MC/ Seconded LG Agreed

MC expressed concern that in the scenario of failure of the Charity that the properties could become under the ownership of the Charity Commission. LG noted that this was her understanding as well. AB asked whether it would be possible to write something into the Governing Document to safeguard against this possibility. LG emphasised that it was important the provision is made to safeguard the properties for the village. DS indicated that this likelihood had not been referred to in the expert advice provided so far.

## 7. Events Update

- a) Fete Oral Report (LG) - £1,785 was made by the Fete. It may appear that this was a little down on last year but the cost of the Bouncy Castle was £190 and only donations were asked for its use. There was very good feedback from those who attended. The Plant Stall suffered because of the dry weather (people not wishing to add to their gardening responsibilities at this time). Stall holders noted that not many people bought books or CDs in this technological age.  
LG commented that the touch payment was useful and taken advantage of by some customers. Some discussion occurred about the best date for the next fete.  
A date of 2<sup>nd</sup> September 2023 was suggested. Proposed LG/ Seconded EC Agreed  
LG reported that next year is the 60<sup>th</sup> Anniversary of Doctor Who and this could provide a focus of the fete. Also, there could be a combined celebration of the Coronation and May Day.
- b) It was suggested that the proposed Village Meeting be held in the early Spring once Governing document and Land Registry Changes had been finalised.

## 8. Charney Field

- a) Safety Officer Oral Report on play park and grassland – BR emailed a short report to AB prior to the meeting.
  - i. Some rabbit holes are starting to appear again in the field
  - ii. The new goal nets are now starting to show signs of rabbit attacks
  - iii. Some weeding of the play areas inside the play park is becoming necessary.
 DS said he would discuss the issues with BR.
- b) Woodland Renovation Oral Report (LG)- There is considerable re-suckering of the Aspens, it has been possible to cut off or dig out some of these saplings but some spot spraying may be necessary.  
There is still an issue of horses using the field and it may be necessary to implement a post and rail barrier to deter them although footpath width must remain unimpeded. Some discussion has occurred within the Woodland Group concerning whether a costly Biodiversity Report is really necessary. A decision will need to be made jointly with riparian householders with consideration of Environment Agency advice.

- c) Woodland Management Plan (attached) – A devolved budget of £1,000 is proposed for Field expenditure in the current financial year for minor maintenance and improvements. More significant expenditure should be the subject of a separate report for the Trustees.  
Proposed DS/ Seconded LG Agreed
- d) Management of Bridle Path and Charney Wick Ditch (Oral Update)- DS reported Oxfordshire County Council had indicated that the culvert under main street needs clearing which is their responsibility. It would also be beneficial to consider clearing Charney Wick Ditch and CHAFT should contact the Environment Agency for advice.  
Action DS/ND
- CT advised that the insurers had confirmed cover for the whole field at no extra cost.
- e) Whole Field Development Ideas (LG) – Now that the tree planting commitment has been met the Woodland Management Team are able to take the development of the whole field. It was proposed that the Woodland Management Team take on the remit for Whole Field.  
Proposed CT/ Seconded MC Agreed  
 Appointment of Lead Officer to be agreed at a later date.
- f) Draft Whole Field Safety Policy - This draft is on hold until the Land Registry Issues are resolved.
9. Policy Reviews
- a) Environmental Policy (DS)- DJ questioned whether terms local products, craftsmen and companies needed qualifying. This was discussed but it was felt it was covered by ‘wherever possible and appropriate’. DS proposed that the revised Environments Policy be approved with the omission of ‘displaying the policy within the hall’ as Trustees felt that it was sufficient for it to be posted on the website.  
Proposed DS/ Seconded CT Agreed
- b) Policies and Procedures- DS noted that it is important that policies are regularly updated. They could all be updated at the AGM. AB agreed to include a reminder of forthcoming reviews on the appropriate Agenda and to ensure the Website is kept up to date. CT proposed that the Policies and Procedures Policy be approved.  
Proposed CT/ Seconded LG Agreed  
 Action AB
- Trustees discussed possible new policies and it was felt it might be helpful to have a Risk Assessment.
10. Finance Update (CT)- Financial Report was circulated prior to the meeting. No questions were asked and the report was approved.  
Proposed DJ/ Seconded MC Agreed
11. Hall Update (CT) – DJ commented that Charney Bassett may be too far away from Oxford city to qualify for free detailed energy audits. However, as CT quoted in her report the Low Carbon Hub has been approached and our application is currently being processed and we should hear by the end of October. We need to wait for this audit before moving forward with modernisation plans.
12. Governing Document Changes- we have had no further communication from the Charity Commission regarding this.
13. No questions from the public were received.
14. A.O.B.
- i. Outdoor Table Tennis Table – the Parish Clerk passed on an item from the Vale News regarding a free Outdoor Table Tennis table. Groundwork needs to be prepared and the table installed by February 2023. We would be responsible for this groundwork, insurance and maintenance of the table but the table would be paid and delivered as part of the funding.

ND has registered an interest. Trustees showed a keen interest in the idea as it would hopefully give the older children and adults a new activity in the Field. Some concern was expressed as to the cost of the groundwork and some quotes would be needed to cover this. Agreement will be sought by email. Action ND

- ii. LG suggested that we include Safeguarding, Incidents and Accidents as a standing item at each meeting. Trustees agreed that this would be sensible. Action AB

15. Next meeting – to be held on Monday 12<sup>th</sup> December at 6.30 in the Village Hall.

Signed

Date

Minutes submitted by AB on 17.10.22