

Minutes of the Management Committee of Charney Hall & Field Trust

Meeting held on 12th April 2023 at 6.30 pm in the Village Hall

Present	Trustees	
	Neil Dobson	Elected Village representative
	Christine Trotman (Treasurer)	Elected Village representative
	Annabel Brown (Secretary)	Elected Village representative
	Evelyn Campbell	Parish Council representative
	Mary Castle	Parish Council representative
	David Jones	Elected Village representative
	David Sibbert	Elected Village representative
	Nick Adamson	Parishioner
	Kay Adamson	Parishioner
Apologies	Lucy Gildersleeves	St Peter's PCC representative
	Bruce Royan	Field Safety Officer

1. Apologies for absence – As above
2. Declaration of interests – none
3. Safeguarding Incidents and Accidents Reports – none
 - a) Approval of Safeguarding Policy Proposed ND/ Seconded EC Agreed
 - b) Approval of Equal Opportunities Policy Proposed DS/ Seconded MC Agreed
4. Approval of Minutes of the Management Committee held on 1st February 2023 Proposed ND Seconded EC Agreed
5. Matters Arising from the Minutes not otherwise on the Agenda- None
6. Parish Council Draft Minutes of the Meeting held on 9th November
Parish Council minuted that it would be very useful to have WIFI in the hall for their meetings. CT reported that BT can only offer us very slow speeds for a business line but it is possible to get a Private account at a cost of £30 per month which seems quite costly. CT will discuss their possible usage with the PC. Action CT
ND noted the item regarding the Allotment Site and wondered whether sheds are likely to be permitted as Charney Field is defined as an area of outstanding natural beauty.
7. Governance
 - a) Updated Governing Document
CT noted that this was an updated Governing Document rather than guidance on the Governing Document. Trustees thanked CT for her work on this document. It was proposed that this document should replace all previous documents on the Website. Proposed ND/ Seconded DS Agreed Action AB
 - b) Updated Portfolios Proposed ND/ Seconded CT Agreed
 - c) MOU oral update
ND/DT/LG met to discuss MOU. ND had an informal chat with Parish Council Chair to discuss any possible red line areas. It was agreed that a joint statement could be released but this has not yet been shared with Trustees. This would state what each party is

responsible for and how we move forward. It is not likely to be approved by both parties until October as both organisations need to meet to approve it. MC suggested that a joint meeting could be held to expedite the process. Kay Adamson left the meeting

8. Finance Update

Trustees discussed the Financial Report and Statement and it was proposed that they were approved by the Committee. Proposed ND/ Secoded MC Agreed

a) CHAFT 5 Year Budget Plan 2023

CT noted that the finances have been boosted in recent years by local government grants to offset the loss of income due to Covid but these have now stopped and fundraising will be needed to supply extra income. Proposed DS/ Secoded DJ Agreed

b) CHAFT Reserves Policy

ND asked if it is necessary to have £3000 in the Woodland & Ditch Project as the Environment Agency didn't indicate a large expenditure to maintain the water course. AB suggested that there could be more tree work necessary in the future. DS suggested that the funds be left as stated in the plan as funds could always be moved at a future date if the need arose. Proposed ND/ Secoded EC Agreed

c) CHAFT Finance Policy

This had been previously circulated and read by Trustees. Proposed ND/ Secoded MC Agreed

9. Hall Update

a) Hall Report

The Hall sub-committee met to consider the conclusions of the Carbon Reduction Report produced by Moira Dorey, who is the Energy Information Exchange senior assessor from Brookes University. It was concluded that replacing the current heaters by infrared Wall Heaters, which would be more controllable, and upgrading the lighting to dimmable units, which are controlled by switches, are the first priorities. Jigsaw who came to give a demonstration on 6th April have quoted £4,600 but we are awaiting further quotations from alternative companies. Trustees agreed to hold a zoom meeting to consider these quotes.

We also need to consider double glazing and quotes are being requested. We need to be sensitive to the Victorian architecture of part of the building. Acoustics are also an issue. This may be improved by replacing the current pin boards by new thicker ones and using soft furnishings. CT suggested that a quilt depicting the village could be produced to drape the end wall as there are fixing already in place which were used by the Quilting Group.

DJ noted that an Air Source Pump had been discounted as it is too expensive and not as effective as systems already in place. He also suggested once we have finalised our decisions we could go back to the Carbon Reduction Unit to see if we are eligible for a grant.

b) Safety, Maintenance and Refurbishment Reports

1.10 of this document lists points raised by the Safety Team.

It was proposed that we undertake such improvements as are necessary and the funding authorised. Proposed ND/ Secoded DS Agreed

c) Fire Risk Assessment and Health & Safety Policy

This was previously circulated and read by Trustees. It was proposed that it be adopted by the committee. Proposed ND/ Secoded EC Agreed

d) Health & Safety Hazard Risk Assessment

This was previously circulated and read by Trustees. DJ was thanked for his work on these

assessments and documents.

10. Charney Field

- a) Safety Officer Oral Report on play park and grassland – BR emailed a short report which was circulated prior to the meeting. The annual playground inspection has taken place and highlighted some non-urgent issues.

- Swing connectors are close to 40% wear and we should look at replacing them. BR will investigate replacement costs. **Action BR**
- Gate closure is too fast and needs to be slowed down
- Some Fencing Posts have been damaged and need replacing
- Goal Post Support Arm has been damaged and may need replacing.

DS will liaise with BR to effect necessary work. **Action DS/BR**

- b) Woodland Management Update (LG)-

LG emailed a short report which AB read to the meeting.

‘The hedging is planted. The Arbour has been pruned. Willow wattle has been added to the arbour to help maintain the shape. Huge thanks to Stephanie Wright and her planting team and to Anna Moffat for the pruning.

We have added willow archways to the woodland paths leading off the bridle path and to the junction of the bridle path and footpath, because riders continue to cut across the field. I will shortly be adding a polite no riders notice to the rails at the bridle path/footpath junction.’

- c) Draft Charney Field Safety Policy and Procedures (DS)

NA clarified paragraph 3.3 that his family are only responsible for maintaining the Bridle Path between their two boundary walls. This was noted by trustees.

NA asked if CHAFT had taken legal advice. DS replied that legal advice had not been taken but paragraph 3.5 was consistent with the views expressed in the last draft of the Memorandum of Understanding between the Parish Council and CHAFT.

NA was concerned about the inclusion of paragraph 3.5 in this document. He is concerned that extra vehicular access across the Bridle Path causes extra expense to the house holders who maintain the Bridle Path and damage to the services underneath.

ND replied that CHAFT Policy is not to use this as Vehicular Access to the Field or bridle path as we have right of access from Buckland Road (CHAFT has joint vehicular access to the field from Buckland Road as indicated at paragraph 2.7). However, it may be necessary very occasionally for maintenance. He felt that CHAFT needed to clarify with OCC CHAFT’s access rights to service the field from the Bridle Path. **Action ND**

It was felt that paragraph 3.5 was not necessary to the document and could be removed. **Action DS**

- It was proposed to approved the Charney Field Safety Policy and Procedures with the removal of paragraph 3.5 and clarification of Access rights.

Proposed ND/ Seconded DJ Agreed

- d) Draft Terms of Reference for Charney Field Sub Committee (DS)

- It was proposed that Trustees should agree to the formation of a Charney Field Sub Committee with these terms of reference

Proposed ND/ Seconded CT Agreed

- It was proposed that the two existing lead trustees for Charney Field (LG and DS) and the Chair (ND) should serve on the Charney Field Sub Committee for the period until AGM 2023

Proposed ND/ Seconded CT Agreed

- It was proposed that the sub-committee should prioritise, as appropriate, the implementation of actions outlined in paragraph 4.3 of the policy (riparian

responsibilities), paragraph 5 (woodland safety) and paragraph 12 (reference documents).

Proposed ND/ Seconded MC Agreed

e) Management of Bridle Path and Ditch

- Meeting with Environment Agency

ND reported that this meeting had been very helpful. It was suggested that brambles should be cut so that they are clear of the water but not removed entirely from the bank in order that weed would not be encouraged to grow by the increased daylight. A 75% meandering course should be cleared from the stream to allow water flow.

f) Outdoor Table Tennis Table progress

LG had reported that the necessary planning permissions (retrospective for the 2 benches, the Coronation Cairn and the hard standing for the Table Tennis Table would cost £650. ND thought there was some dispensation for charities and local amenities. It was proposed to authorise the Charney Field Sub Committee to spend the necessary money to get the required planning permissions.

Proposed ND/ Seconded EC Agreed

11. Draft Risk Assessment Policy

CT felt that this still needs some editing if it was indeed necessary.

12. Events Update

- a) LG emailed a short report which AB read to the meeting 'I have had absolutely zero response to the appeal for a planning team for the fete. I will have one more go at finding a team before pulling the plug. It may be that everyone is too busy thinking about the coronation to look ahead to the fete'.

Trustees felt that so much energy is going into the Coronation celebration and people might not be so enthusiastic about the fete and it might be better to focus on small events throughout the year.

- b) Field Events

Trustees were enthusiastic about the idea of a Village rounders match in the summer and other fundraising events.

13. CHAFT Recruitment Initiative

Trustees will work on this after the AGM

14. No questions from the public were received apart from those discussed at 10c).

15. A.O.B.

- a) ND regretfully reported that he will be standing down after the AGM for family health reasons. Trustees were understanding of his decision and offered their support. He thought that another trustee should be involved in the MOU. MC volunteered to take on this role.

- b) MC had some requests for the Coronation Celebration which she is co-ordinating for the PC.

- Could the Hall be open so that the toilets could accessed during the event
- CHAFT had agreed that PC could borrow crockery and tables and chairs etc but should a list be made so that it was documented what had been borrowed and returned. DJ volunteered to do this.
- Could MC have a look through CHAFT games resources and borrow such items as skittles and tug of war rope.

Trustees were agreeable to these requests

- c) AGM will be held on Wednesday 7th June at 6.30pm

Meeting closed at 9.15 pm

Signed

Date

Draft

Minutes submitted by AB on 17.4.23