

# Minutes of the Management Committee of Charney Hall & Field Trust

## Meeting held on 1<sup>st</sup> February 2023 at 6.30 pm in the Village Hall

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

1. Apologies for absence – As above
2. Declaration of interests – none
3. Safeguarding Incidents and Accidents Reports - none
4. Approval of Minutes of the Management Committee held on 15<sup>th</sup> and 12<sup>th</sup> December 2023  
Agreed
5. Matters Arising from the Minutes not otherwise on the Agenda- NONE
6. Parish council Draft Minutes of the Meeting held on 9<sup>th</sup> November – no comments were made.
7. Finance Update- CT noted that the Reserve Policy needs to be reviewed. Working party will need to discuss future expenditure necessary for the Hall. The Finance Policy also needs to be reviewed. CT reported that 2 winners of the 100 Club had donated their winnings back to CHAFT. We are very grateful for this donation and thanks will be sent to the donors.
8. Amendment to Land Registry Document (DS)- Our solicitor has been in touch with the Land Registry and necessary paperwork had been sent so we are awaiting action from the Land Registry.
9. Governing Document Changes  
CT has produced a summary of both schemes which have been sent to ND and DS. A discussion was held as to where hard copies of these documents should be kept. It was suggested that they should be kept by the secretary and electronic copies added to the Website which may need some changes.  
Action AB
10. Hall Update (CT/DJ)  
An assessor from the Energy Information Exchange (funded by the Low Carbon Hub) visited to make suggestions for improvements to the Hall. Several options were discussed air conditioning, replacement of lighting, replacement of heating system, double glazing etc. Changing the overhead heaters to infrared units seems to be the most efficient and economical way to heat the hall. These units would be remotely controlled and units could be placed in the cloakrooms and kitchen. The electrical wiring system would need to be updated to accommodate these units which would need to be hard wired as there is no access to Wi-Fi or Bluetooth in the Hall.

We will await the report from the Assessor and then further discussion will need to take place. The system will need to be cost effective for the number of users of the hall.

- a) Fire Risk Assessment and Health and Safety Policy will need to be reviewed shortly.

Action DJ

#### 11. Charney Field

- a) Safety Officer Oral Report on play park and grassland – BR emailed a short report to AB which was circulated prior to the meeting. The annual playground inspection is to take place in February with no rise in cost from last year. Unfortunately, the rabbit problem is re-emerging and will need some control at an appropriate time.

- b) Woodland and Field Management Update (LG)- John and Stephanie Wright have been doing an amazing job in keeping the woodland tidy and managing the suckers. We are very grateful for their work and our thanks have been expressed. LG reported that we have awarded the Hedging Parcel from the Woodland Trust. 100 metres of hedging will arrive in March and the woodland group will discuss where it should be placed. DS commented that it would be necessary to check footpath specification before possible planting hedging along footpath edges.

The Cairn will need planning permission. LG suggested this could now be a Coronation Cairn and a jubilee Cairn.

We will need to go ahead with erection of poles to restrict horse access to the field as this is still occurring despite polite discussions with riders and establishments.

- c) Terms of Reference for Woodland Group – DS noted we now need to update our existing safety policy to cover the whole parcel of land known as Charney Field. This work could include updating the terms of reference for the Woodland Group. DS suggested he started to draft a document for discussion with LG.

Action DS

- d) Management of Bridle Path and Charney Wick Ditch

ND reported that he had arranged a meeting with Environment Agency on 13<sup>th</sup> February at 10am to which the Parish Council have been invited. Riparian owners will be contacted to inform them.

- e) Outdoor Table Tennis Table Progress (ND)

Planning Permission will be required for the erection of the TT Table and concrete base. We have a very favourable quote from a resident to supply the necessary concrete for £250. We should be able to apply for planning permission for this along with the Cairn as one project to save costs. Planning permission tends to take 28 days to be granted which might take us outside the time window allowed for the 'Free TT Table initiative'.

However, it is possible that the VWHDC may extend the time window.

We will also have to apply for retrospective planning permission for the two benches placed on concrete bases.

Action ND

12. Risk Assessment Policy (CT)- CT reported that she had done some research on producing a draft policy. Possible models seem to be very comprehensive. DS suggested that it be put on hold until the Safety Policy has been worked on for the Field. CT felt it was important to get something in place for the Hall more urgently and will work on producing one with DJ.

Action CT/DJ

#### 13. Events Update

- Fete date is set for 2<sup>nd</sup> September 2023
- 100 Club is noted to be an excellent source of revenue and many thanks go to EC and Sally Hawkins for running it.

- Some discussion took place regarding the 'volunteer's day' on the Monday of the Coronation Bank holiday.

14. No questions from the public were received.

15. A.O.B.

- a) Request from Charney Village Facebook.  
Some discussion took place and it was agreed that it was not possible to inform Charney Village Facebook when new material is posted on the website as we are not in control of the timing of this.
- b) Special Meeting held on 5.12.22  
It was agreed that this would be posted on the website with a covering note but the full agenda would not be posted.
- c) To be held on Wednesday 12<sup>th</sup> April at 6.30 in the Village Hall.  
Meeting closed at 8.00pm

Signed

Date

Minutes submitted by AB on 6.2.23