Minutes of the Management Committee of Charney Hall & Field Trust 2023/24

Held in the Village Hall on 2nd August 2023 at 6.30 pm

Present Trustees

Jamie Dean Christine Trotman (Treasurer) Annabel Brown (Secretary) Mary Castle Evelyn Campbell Lucy Gildersleeves David Jones David Sibbert

Members of the public None

Apologies Bruce Royan

Field Safety Officer

Elected Village representative

Elected Village representative

Elected Village representative

Parish Council representative

Parish Council representative

St. Peter's PCC representative

Elected Village representative

Elected Village representative

- 1. Apologies for absence- as above
- Declaration of interests MC and EC declared an interest if during the meeting financial matters between the PC and CHAFT were to be discussed they felt they would be unable to comment.
- 3. Safeguarding Incidents and Accidents Reports none
- 4. Approval of Minutes of the Management Committee on 7th June 2023 -

Proposed JD/ Seconded LG Agreed

- 5. Matters Arising from the Minutes not otherwise on the Agenda
 - a) Land Registry Documents
 DS has written to the Land Registry to ask them to expedite the process but has received no reply as yet.
 - b) Appointment of Vice Chair No nominations were received.
- 6. Report from Joint Liaison Group Meeting held on 25th July 2023
 - a) Proposed Joint Statement
 - JLG representatives propose that the Management Committee should respond to Minute 8 of JLG Draft Minutes (Proposed Joint Statement -discussion document 2) suggesting a 'single agenda item' meeting of the JLG is arranged to enable CHAFT representatives (after consultation with the Treasurer) to respond to:

 Six specific issues referred to in an email from the Parish Council, dated 24th July 2023

• Draft documents on grant criteria and the proposed grant application form With a view to reaching an agreement which can placed before the meetings of the Parish Council in September and the CHAFT Management Committee in October.

Proposed DS/ Seconded DJ Agreed

- b) Provision of Allotments to the North of Charney Field (Minute 12 of JLG Draft Minutes) Some discussion occurred relating to access, possible parking and provision of water. Also, some concern was raised over the issue of footballs being kicked into the area. MC noted that the provision of allotments is still in an early stage of planning.
- c) Maintenance Plan for Charney Wick Ditch (Minute 9 of JLG Draft Minutes) JLG representative recommend that Management Committee adopt the 'first step implementation plan' set out at Annex 1 of the JLG draft minutes.
- 7. Finance
 - a) Finance Report and update
 This had been circulated prior to the meeting no questions were asked.
 - b) Bank Mandate changes Jamie Dean as chair to be added to the bank mandates for HSBC & United Trust Bank and Neil Dobson who is no longer a trustee to be removed from those mandates. JD to be added to the online users for HSBC and ND to be removed.
- 8. Hall
 - a) Hall Update

This had circulated prior to the meeting – no questions were asked.

b) Hall heating project (CT/DJ)

The three quotes had been circulated prior to the meeting for Trustees scrutiny. The Hall Subcommittee concluded that the JIGSAW quote was the most favourable. Infrared wall and ceiling heaters would be supplied with thermostats and timing switches. Although remote controls could be supplied JD suggested that these would be unadvisable due to their portability and possible misplacement.

MC asked if the costing included the removal of the old units. CT would check this and report if additional costs were necessary.

It was suggested that delegated power should be given to the Hall subcommittee to make a decision once CT has clarified the outstanding issues.

Proposed AB/Seconded MC Agreed

- 9. Charney Field
 - a) Subcommittee -proposed delegated responsibilities

DS explained the background to document. LG noted that the 'Annual Independent Risk Assessment' documented under 'Approved Policies' applied only to the Play Park, Netball Post and Goals. DS he would amend the document accordingly.

LG suggested a 5 yearly independent Specialist Tree Inspection is too frequent and likely to be quite costly. JD suggested that initially an inspection in 5 years could be sought and thereafter a 10 yearly cycle enacted. DS will amend the document.

CT will check the delegated budget allocation to ensure it is correct. DS will amend the document for any changes which will be circulated to Trustees, on email for approval, and formally approved at the next management committee meeting.

- b) Safety Officer Report on Play Park and Grassland
 - This was circulated as a late document. AB recapped the content which will added to the Website documents. CHAFT would like to thank the concerned resident who reported the unfortunate vandalism on the Village Facebook Page. The damaged fence slats have now been replaced and the Pigeon Spikes were quickly removed from the area and will be replaced above the swings shortly. JD volunteered to carry out this work.
- c) Woodland Management Update (LG)
 It has been on going general maintenance since our last report. A load of stone is
 available to create the Jubilee/Coronation Cairn. We need to find someone who has the
 skills to construct it. MC suggested enquiries could be made through Abingdon College
 which runs courses in masonry and art/design. JD noted that Buckingham College also
 runs similar courses and may be helpful.
 Action LG/JD
- d) CWD Maintenance Plan
 This was included in JLG report item 6c)
- e) Outdoor Table Tennis Table Unfortunately, the deadlines for this project have passed.
- 10. Events
 - a) Community Day September 2nd 2023
 Plans for this event are going well thanks to CT and LG. Trustees are requested to provide photos of themselves for the posters.
 - b) CHAFT Recruitment Initiative The Community Day will hopefully be part of this initiative.
 - c) Thank You Tea for volunteers. LG suggested this should be provided in the Autumn.
- 11. Parish Council Draft Minutes 12.7.23These had been noted and some points discussed under the JLG report.
- 12. Questions from the Public None
- 13. A.O.B.
 - a) Date of next meeting
 This will be held on 11th October 2023 at 6.30pm in the Village Hall
 - b) Website Review This is almost completed and will be actioned once the Woodland Project pages have been updated.
 - c) CHAFT Facebook Page

JD suggested that a CHAFT Facebook Page might attract more readership. He will research this. It would provide links to the information on the Village Website and announce events and initiatives. It is not intended that this would be in place of the Village Website or Charney Chatter. He will also research acquiring a domain name for CHAFT to allow the setting up of an independent email account which would transferrable as Trustees change.

