

CHARNEY HALL AND FIELD TRUST (CHAFT)

MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 23rd February 2017 at 8.00pm,

Present

Lucy Gildersleeves (Chair) (LG)	St Peter's PCC
David Sibbert (Vice Chair) (DS)	Table Tennis
Mary Castle (MC)	Parish Council
Mark Ritchie (Secretary) (MR)	Village Representative
Diane Ewart (DE)	Village Representative
Helen Royan (HR)	Village Representative
Lynn Brookes (LB)	Village Representative

AGENDA

1. Apologies for absence
2. Approval of Minutes of previous meeting: 24th November 2016
3. Matters arising from Minutes of 24th November
4. Treasurer's report
5. Charney Field management
 - 5.1 Children's play equipment (Item 5.1 of 24th Nov 2016)
 - 5.2 Health and safety (Item 5.2 of 24th Nov 2016)
 - 5.2.1 New play area and field safety checks (Items 5.2.1 & 5.2.2 of 24th Nov 2016)
 - 5.2.2 Clarification of responsibilities for Charney Field inspection and maintenance: (Item 5.2.2 of 24th Nov 2016)
6. Village Hall management
 - 6.1 Health and Safety (Item 6.1 of 24th Nov 2016)
 - 6.1.1 PAT testing (Item 6.1.1 of 24th Nov 2016)
 - 6.1.2 Hall Inventory and Safety Check (item 6.1.2 of 24th Nov 2016)
 - 6.1.3 Fire alarms check payment and certificate (item 6.1.3 of 24th Nov 2016)
 - 6.1.4 First Aid Kit and snagging board (item 6.1.4 of 24th Nov 2016)
 - 6.1.5 Heater switches and electrical safety (item 6.1.5 of 24th Nov 2016)
 - 6.2 Hall kitchen cupboard ventilation.
7. CHAFT Fund-raising / social events 2016-2017 (Item 7 of 24th Nov 2016)
8. Development of new CHAFT web page on Village Website (Item 8 of 24th Nov 2016)
9. Any other business.
10. Confirmation of date of next meeting.

1. Apologies:

Apologies had been received from Christine Trotman (CT), Jane Fry (JF), and Mike Newman (MN).

2. Approval of Minutes

The Minutes of previous meeting of 24th November 2016, were approved without alteration and were signed by the Chair.

3. Matters Arising

Three items are again proposed to be deferred to subsequent meetings: Play Policy and Risk Assessment, (Item 3 Action Point of 8th September 2016), Hire Policy for the Field (Item 9.4 of 21st January 2016) and Village Hall Hire Conditions (Item 6.2 of 24th November 2016). Actions: MR to develop outlines for these policies. Village Hall Hire Conditions needs someone to be tasked with producing a draft update, otherwise no progress will be made.

4. Treasurer's report

MR circulated the excel file of the Treasurer's report to trustees by email on 20th February 2017. A copy is appended to these minutes for the record (page 5). CHAFT has now received all the grant from VWHDC (£9000) and an additional grant from CLET towards the purchase of play bark of £600. Caloo have been paid (item 5.1 of 24th Nov 2016). Fire alarm payment has been made (Item 6.1.1 of 24th Nov 2016). The Trustees expressed their appreciation of CT's initiative in applying for a CLET grant and their gratitude to CLET for their generosity, which is much appreciated.

5. Charney Field management

5.1 Children's play equipment (Item 5.1 of 24th Nov 2016)

5.1.1. Falls and accident/incident reporting.

DS reported that a young child had slipped on the raised walkway of the multi-play equipment. The fall had not resulted in any injury and the occurrence had come up in conversation with the parent and not as a complaint. He had made a note on the weekly safety check form, but confirmed that the equipment was in good order. No other similar events have been reported. The trustees noted that minor falls are to be expected in a playground and were part of normal learning and development for children. MR tabled a form which could be completed (by an adult carer, an appointed member of the safety inspection team or a trustee) to record details of any significant accident (resulting in injury) or incident (resulting in damage or other concerns) if circumstances so warrant. This includes a section for any necessary trustee follow-up. The availability of such a form will be part of CHAFT's risk assessment process and play policy for Charney Field. The form will not be made available on the village website but will be used when accidents arise. Trustees were asked to suggest any changes to the form they feel are necessary¹.

5.1.2 Response to External Playing Field Inspection and equipment non-compliance.

The annual independent inspection by PIC had raised five examples of non-compliance of the new multi-play equipment with BS EN1176. DE had circulated the inadequate response of Safe and Sound Playgrounds (aka Caloo) to our detailed complaint, in which they had suggested that BS EN 1176 was not binding and that the equipment was low risk. In discussion the advisory nature of BS EN 1176 standard (as quoted from ROSPA) was mentioned². It was also noted that the PIC report had raised the trivial issue of the unpainted back board for the basketball hoop as a "Low Risk" (the same risk level as the non-compliant multi-play) when in fact it is not a risk at all, which devalues their overall risk assessment. However MR pointed out that the non-compliances of the multi-play equipment are unequivocal. For example high-level access points on the multi-play are clearly restricted by BS EN 1176 to a width of 500 mm, whereas those on our equipment measure 740 mm wide. This non-compliance could affect CHAFT's liability in the event of an accident involving a fall³.

DE showed trustees the "Product Gallery" brochure supplied by Safe and Sound Playgrounds which clearly states that all their equipment is compliant with BS EN 1176. This is a clear case of misdescription⁴. MC and DS respectively suggested that Trading Standards, accreditation bodies and BSI could also be informed. It was further pointed out that Safe and Sound Playgrounds have placed a picture of our Playground (taken after we had placed the play bark) on their website without our permission⁵. Trustees requested DE to ask for this to be removed. MR has reported the non-compliance to OPFA for their advice. They have offered to help further if we can provide more details. Action: MR to follow up with OPFA, PIC etc. DE and MR to respond to Safe and Sound Playgrounds.

¹ Paper copies of the form were distributed at the meeting, but the file has been circulated with these draft minutes.

² ROSPA's website states that the standards "*are not ... currently, a legal requirement but represent good practice in the event of an accident claim*". However "*New equipment should meet EN 1176*" (my emphasis). See: <http://www.rospa.com/play-safety/advice/en1176-equipment-standard/>

³ A summary of the relevant non-compliances with BS EN 1176 noted by the inspectors and a summary of the corresponding requirements of BS EN 1176 are being circulated to all Trustees with the revised minutes.

⁴ See: Sale of Goods Act 1979, Section 13. <https://consumerlawuk.wordpress.com/2012/05/03/sale-of-goods-act-1979-section-13/>

⁵ <http://www.safeandsoundplaygrounds.co.uk/product/traditional-multiplay/holyrood-multiplay>

MR had tabulated the PIC inspection findings for use by the CHAFT weekly inspection team to propose actions to be taken in response to each of the inspector's specific findings and to document completion of those actions. Actions may include regular monitoring of an identified issue, or a decision to take no action after making an assessment of the risk posed. The completed form will be part of CHAFT's risk assessment process, which is a requirement for playground providers. After consideration of the report, and in light of the recent email from MN, the trustees decided not to remove the bird deterrent spikes from the top of the swings. DS kindly agreed to review the other action points on the form (excluding the non-compliance of the multi-play equipment) with MN to finalise an action plan. Action DS and MN to propose/agree action points and return the amended form before next meeting.

5.2 Health and safety (Item 5.2 of 24th Nov 2016)

5.2.1 New play area and field safety checks (Items 5.2.1 & 5.2.2 of 24th Nov 2016)

DE reported that Safe and Sound Playgrounds had agreed to accept CHAFT's weekly inspection forms as evidence of our inspection and maintenance of the play equipment. These will need to be scanned and emailed each quarter. The weekly inspection form will need to be amended in due course to take account of the proposed MoU. Action: DE to send scanned forms to Safe and Sound Playgrounds quarterly⁶.

DE had not yet recruited dads to join a team to carry out monthly Field safety checks, but would do so before the next meeting. Action DE.

It was reported that some litter (plastic bottles and cans) had recently been found in the play area and in a separate incident a mother and child had been seen inside the fenced play area with a dog, despite the clear warning signs by both gates banning dogs. Trustees noted that we already have signs at all entrances which ask users to take their litter home. MR and DS confirmed a notice is appearing in Charney Chatter asking for dog-walkers and others to report any issues seen on the field to charneychaft@gmail.com.

A question was asked about the positioning of the information sign at the Buckland Road entrance which is positioned parallel to the northern fence, such that its front does not immediately face those entering from the track. It was pointed out that the entrance track is a narrow public right of way which is used for vehicular access, so not suitable for placing a sign⁷. The signboard is however very obvious to anyone entering and can be read by anyone who wishes to do so.

5.2.2 Clarification of responsibilities for Charney Field inspection and maintenance: (Item 5.2.2 of 24th Nov 2016)

MR tabled a draft document which sets out the suggested terms for a Memorandum of Understanding (MoU) with the Parish Council with respect to the management of Charney Field, with a table of respective areas of responsibility and a short list of items for clarification. This had also been emailed to trustees. He requested that trustees provide any comments on, or additions to, this draft by email by 3rd March. The trustees authorized the Chair to meet with representatives of the Parish Council to finalise an MoU for formal approval by the PC.

6. Village Hall management

6.1 Health and Safety (Item 6.1 of 24th Nov 2016)

6.1.1 PAT testing (Item 6.1.1 of 24th Nov 2016)

PAT testing of equipment has still not been carried out. It was suggested that it would be easier to progress this if CHAFT bought its own meter rather than hiring from CFO. However the Chair reminded Trustees that we had made the decision to hire from CFO mainly because in addition to the cost of the equipment itself, we would face obligatory annual charges for calibration of the equipment if we bought our own. Action: Chair to liaise with CFO and John Wright to hire CFO's tester and conduct tests.

6.1.2 Hall Inventory and Safety Check (item 6.1.2 of 24th Nov 2016)

⁶ With hindsight it might be less onerous if scanned copies of forms were uploaded to the CHAFT web page and a link sent to the Safe & Sound Playgrounds.

⁷ Note also that the entrance track is not part of Charney Field and CHAFT trustees can only place notice boards on our own land.

The Chair confirmed that this will now take place on **17th March**. Action: LG and team.

6.1.3 Fire alarms check payment and certificate (item 6.1.3 of 24th Nov 2016)

Executive Alarms had been paid for the fire alarm test but no certificate had been supplied. Action: MR to chase and put up in Village Hall⁸.

6.1.4 First Aid Kit and snagging board (item 6.1.4 of 24th Nov 2016)

The Chair informed trustees that the first aid kit and snagging board were now attached to the wall of the lobby. Action: MR to put up signs indicating where these and the accident book can be found⁹.

6.1.5 Heater switches and electrical safety (item 6.1.5 of 24th Nov 2016)

Trustees noted with appreciation that MN had replaced Heater switch number 6 after the previous meeting. The chair noted that Heater switch 5 is now overheating and needs replacing and requested that MN kindly perform the same service once again. The replacement switch will have a neon light as recommended by MN. Action: MR to relay request to MN.

6.2 Hall kitchen cupboard ventilation (item 6.3 of 24th Nov 2016)

MR reported that a notice is in place asking people not to allow kettles to steam up the cupboards.

7. CHAFT Fund-raising / social events 2016-2017 (Item 7 of 24th Nov 2016)

Easter Saturday, 15th April, HR proposed to organize an afternoon event for children from 2.0 to 3.30 pm. There would be tea and cake in the Village Hall.

Monday 1st May DE and Lorraine will organize the usual May Day children's event.

Charney Feast is scheduled for the afternoon of July 8th. It was agreed that the format will be that of a fete with stalls, but combining elements of the It's a Knockout activity. There would be food on the Village Green. Actions: HR will circulate a spreadsheet of suggested activities. HR, DE and LG will meet in the afternoon of Sunday 26th March to plan the details. LG to recruit a further team member from St Peter's.

8. Development of new CHAFT web page on Village Website (Item 8 of 24th Nov 2016)

DS indicated that he had circulated the draft outline for the CHAFT web page on the Village website to trustees and had incorporated their comments. The page was now 60% ready for launching and apart from some links which would remain "under development" for a while, it should soon be on-line.

9. Any other business.

It was proposed and agreed that there should be an agenda item "Questions from the Public" at the beginning of each Trustees' meeting.

MC raised the issue of ease of vehicular access to Charney Field which had been mentioned to the Parish Council by a concerned resident. It was noted that this issue has been discussed twice in trustees' committee meetings within the last two years. Overall, the trustees' view still remains that the field cannot effectively be safeguarded against the risk of illegal occupation without unacceptably reducing access for legitimate users, including mowers, horse-riders and emergency services.

10. Next Meeting

An additional meeting of the Trustees, to take place on Thursday 6th April, was proposed and agreed. This is to allow matters arising from previous meetings to be satisfactorily concluded before the June AGM.

The meeting closed at 21.43

⁸ Certificate was obtained on 4th March and a copy was placed on the board in the Hall.

⁹ Laminated signs indicating the whereabouts of the first aid kit and accident book were placed on walls in the lobby, the hall and the kitchen, by end of February.

CHARNEY HALL AND FIELD TRUST (CHAFT). Registered Charity No 294765

Statement of Financial Activities

	YTD 20-Feb-17 £		YTD 20-Feb-17 £
Incoming Resources		Resources Expended	
Village Hall Hire	3,202.60	Electricity	559.10
100 Club	844.00	Water	107.00
May Day Teas	278.28	Hall, Field & PL Insurance	479.96
Bank Interest Received	360.30	CFO & OPFA Affiliations	50.00
Equipment Hire Donations	40.00	Lottery Licence	20.00
Gift Aid Receipt from HMRC	0.00	Hall maintenance	698.55
		Equipment Safety Inspection	90.00
		Field expenses including Grass Cutting	110.44
		Sundry Expenses	72.76
		Play equipment	25,233.90
Field refurbishment		Bark	1,018.98
Miscellaneous Donations	33.60	Signage	196.71
Play Equipment Fund raisers	1,698.32		
Grants	9,600.00	Total Resources Expended	26,449.59
Total Incoming Resources	16,057.10		28,637.40
Net Incoming Resources			-12,580.30
Total Funds brought forward			30,664.94
Total funds carried forward			18,084.64

BALANCE SHEET

	20-Feb-17		20-Feb-17
Cash at Bank		Unrestricted Funds	
HSCB current a/c	16,900.42	General Reserve	7,202.31
United Trust Deposit a/c	0.00	Designated Funds	
	16,900.42	Charney Village Hall Fabric Fund	10,000.00
Debtors and prepayments	1,427.00	Charney Field Refurbishment Fund	882.33
	18,327.42		
Creditors	22.78		
Net Assets	18,304.64		18,084.64

	Total	General Reserve	Village Hall Fabric Fund	Field Refurbishment Fund
Balance Brought Forward 1st April 2016	30664.94	4664.94	10000.00	16000.00
Net Incoming/Outgoing Resources YTD	-12580.30	2537.37		-15117.67
Balance carried forward	<u>18084.64</u>	<u>7202.31</u>	<u>10000.00</u>	<u>882.33</u>

Debtors		
Regular hall users estimate Oct- Feb	1427.00	
	<u>1427.00</u>	
Prepayments		
Insurance	322.00	7 mths paid in advance
	<u>322.00</u>	
Creditors		
L Gildersleeves re towels	22.78	
	<u>22.78</u>	

Comments

Debtors and Prepayments are detailed above.

Creditors as above

Reserves - all net incoming resources, with exception of those specifically for the play equipment, have been allocated to general reserves.

Grants	VWHDC	9000.00
	CLET	600.00
		<u>9600.00</u>