

# CHARNEY HALL AND FIELD TRUST (CHAFT)

## MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 6<sup>th</sup> April 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: 23<sup>rd</sup> February 2017
3. Adoption of draft agenda
4. Questions from the public
5. Matters arising from Minutes of 23<sup>rd</sup> February
  - 3.1 Village Hall Hire Conditions (Item 6.2 of 24<sup>th</sup> November 2016).
6. Treasurer's report
7. Charney Field management
  - 7.1 Health and safety
    - 7.1.1 Review of actions from independent playing field inspection (Item 5.1.2 of 23 Feb 2017)
    - 7.1.2 Multi-play non-compliance with BS EN 1176 (Item 5.1.2 of 23 Feb 2017)
    - 7.1.3 Field safety checks (Item 5.2.1 of 23<sup>rd</sup> Feb 2017)
    - 7.1.4 MoU with Parish Council and Clarification of responsibilities for Charney Field inspection and maintenance: (Item 5.2.2 of 23<sup>rd</sup> Feb 2017)
    - 7.1.5 Reporting of incidents/accidents<sup>1</sup>
8. Village Hall management
  - 8.1 Health and Safety
    - 8.1.1 PAT testing (Item 6.1.1 of 23<sup>rd</sup> Feb 2017)
    - 8.1.2 Hall Inventory and Safety Check (item 6.1.2 of 23<sup>rd</sup> Feb 2017)
    - 8.1.3 Internal and external Fire alarms checks (item 6.1.3 of 23<sup>rd</sup> Feb 2017)
    - 8.1.4 First Aid and accident Book Signs (Item 6.1.4 of 23 Feb 2017)
    - 8.1.5 Heater switches and electrical safety (item 6.1.5 of 24<sup>th</sup> Nov 2016)
    - 8.1.6 Reporting of recent Incidents: Smoke alarm false alarms
  - 8.2 Proposal for dog-training course in hall and on field
9. CHAFT Fund-raising / social events 2016-2017 (Item 7 of 23<sup>rd</sup> Feb 2017)
  - 9.1 April 15<sup>th</sup>, Easter Saturday, Children's event *Update*
  - 9.2 May 1<sup>st</sup>, May Day Children's event *Update*

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<sup>1</sup> At Chair's request, this is an opportunity for committee members to raise any issues noted since last meeting.

9.3 July 8<sup>th</sup>, Updates and plans for Charney Feast / It's a Knockout *Update*

10. Development of new CHAFT web page on Village Website (Item 8 of 23<sup>rd</sup> Feb 2017) *Update*

11. Any other business.

12. Confirmation of date of next meeting (AGM)

### **1. Apologies:**

Apologies had been received from Christine Trotman (CT), Village College.

### **2. Approval of Minutes**

The Minutes of previous meeting of 23<sup>rd</sup> February 2017, were approved without further alteration and were signed by the Chair.

### **3. Adoption of draft agenda.**

The draft agenda was adopted.

### **4. Questions from the Public.**

There were no questions from the public.

### **5. Matters Arising**

5.1 Village Hall Hire Conditions (Item 6.2 of 24<sup>th</sup> November 2016). LG agreed to take on developing a draft. MR will provide examples of hire conditions developed for other village halls. It was noted that policy for personal hire and commercial use of the field also still needs to be developed. Action: MR to provide documents to LG. LG to develop policy document draft.

5.2 In the context of hire conditions, a preliminary request to use the Village Hall for dog-training classes had been received by CT<sup>2</sup> (originally item 8.2 of this agenda). After discussion, it was agreed that given the existing uses of the hall for Pilates, yoga and events involving young children, which all involve close body contact with the floor, this would be inappropriate on the grounds of health and safety, particularly hygiene and allergy risk. It was agreed that as a policy dogs, other than assistance dogs, should not be permitted in the hall for the same reasons. Action: MR to inform CT.

### **6. Treasurer's report**

CT had circulated her end-of-year figures (appended to these minutes). She had noted that Hall hire this year has covered costs, but the loss of just one regular user would hit funds significantly. Also we are also looking at reduced income from fund-raising in 2017/18 since we will be sharing the annual event with the Church. CT recommended that the general reserve be maintained at £3500, i.e. one year's costs, and that the surplus of £4,000 for 2016-17 be put into the Field Refurbishment Fund to start to rebuild this fund. This was agreed by the trustees. Action: MR to inform CT.

It was noted that the 100 Club had again contributed a substantial amount to CHAFT revenue (£897.00) and the Trustees wished to thank Mahala and David Nellist for their huge contribution to the income of the Trust over many years. Action: MR to send thank-you card.

### **7. Charney Field management**

#### **7.1 Health and safety (Item 5.1.2 of 23 Feb 2017)**

##### **7.1.1 Review of actions from independent playing field inspection**

A table of proposed actions recommended by DS and MN had been circulated with the agenda. The trustees were grateful to MN for modifying the southern gate to the play area and for mending and repainting the small picnic table and to John Daghish for mending and replacing the broken gate catch. Future work this season will include replacing two fence posts (one broken fence paling has already been replaced by MR). Benches need rubbing down and re-varnishing, the goal posts need to be repainted and the basketball back board needs cleaning.

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<sup>2</sup> Email of 30<sup>th</sup> March to trustees.

Although replacing the rotting wooden bench inside the play area with a recycled plastic bench (details circulated with agenda) was felt to be a durable replacement option, the trustees decided not to do this at present, as there are two other benches in there already. The rotten bench will be removed before the next inspection in December 2017. To allow the grass of the northern goal mouth to recover and facilitate painting of the posts it was agreed to remove the goal net after the Easter holiday. DS reported that Brian Trotman had kindly agreed to help with painting the goal posts. It had been noticed that the northern goal posts are leaning backwards and loose, needing realignment and resetting before painting.

Action: DS to organize painting of goal posts.

The replacement of the deteriorating swing cradle seats was discussed. Costings for different models of cradle seat and an inclusive swing seat were circulated with the agenda. It was agreed that one cradle seat could be replaced with a bench seat (which we have in stock)<sup>3</sup>. The more expensive inclusive swing seat/boat swing was regarded as a possibility to be considered for the future. Trustees were happy to procure a cheaper Premium cradle seat from online playgrounds if the dimensions are equivalent to the existing Sutcliffe seat. Action: MR to check cradle seat size and procure if suitable.

### **7.1.2 Multi-play non-compliance with BS EN 1176**

The multiple non-compliances of the multi-play supplied by Safe and Sound Playgrounds (S&SP) with BS EN 1176 had been summarized in a document circulated to trustees with the agenda. Given the evasive responses so far received from Darren Spittles of S&SP to DE's complaint that the equipment should have been compliant, as described, it was agreed that MR should now write a letter advising that the Trustees required the equipment to be made fully compliant as soon as possible and would take action against Safe and Sound Playgrounds if this was not done. It was also suggested that Trading Standards should be approached regarding the misrepresentation of compliance in the S&SP catalogue, to put pressure on Spittles. Action: MR to write to Darren Spittles and alert Trading Standards.

### **7.1.3 Field safety checks (Item 5.2.1 of 23rd Feb 2017)**

DS proposed placing an advertisement in Charney Chatter for a Safety Officer and two assistants (DS) to take over from MN carrying out weekly inspections of play area, goals etc (about 30 minutes per week). It was agreed this advert should be less detailed than the job description which had been discussed earlier which would however still define the scope of inspections. MN would then meet with prospective candidates and talk them through the tasks. The whole field safety check (about 10 minutes per month) could be added to this role or done separately. DE reported that Deane Ewart would be happy to help with that. It was noted that maintenance tasks should not be seen as part of the inspection role at present as they require a different skill set. MN supplied the latest safety forms for DE to send to Safe and Sound. Action: DS to put advertisement in Chatter. DE to send forms to S&SP.

### **7.1.4 MoU with Parish Council and Clarification of responsibilities for Charney Field inspection and maintenance: (Item 5.2.2 of 23rd Feb 2017)**

MR had emailed David Roberts (PC Chair) attaching a revised draft of the proposed MOU with Parish Council, suggesting dates for a meeting of LG, DS and MR, representing CHAFT, and the Chair and the Clerk of PC to discuss and prepare a final version for approval by PC and CHAFT. A reply was awaited.

### **7.1.5 Reporting of incidents/accidents**

There had been a report of two teenagers moving the large picnic table over to the basketball hoop in order to swing from the hoop. It was felt that this was a one-off occurrence. There was no damage and the table had been replaced in the rough grass near the play area. No further action was proposed apart from monitoring the situation.

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<sup>3</sup> However as the height is quite different, this will require purchase of new longer chains.

## **8. Village Hall management**

### **8.1 Health and Safety**

#### **8.1.1 PAT testing (Item 6.1.1 of 23rd Feb 2017)**

LG proposed to get trained and to hire the necessary equipment from CFO to undertake PAT-testing on behalf of St Peter's and for CHAFT of Village Hall and Hall users' equipment. Action: LG to attend CFO course, hire their PAT test kit and conduct tests.

#### **8.1.2 Hall Inventory and Safety Check (item 6.1.2 of 23rd Feb 2017)**

LG reported that the Inventory and Spring-cleaning team (LG, MC, LB, CT) had counted, checked and labelled all items and had cleaned what could be reached. It was noted that there are high windows which cannot be cleaned. Repairs and redecoration are needed to some internal windows, including some replacement of loose putty. The outside table needs rubbing down and revarnishing. There is now a written inventory. A copy will be kept in a kitchen drawer. There is a big bag of cutlery to be added.

#### **8.1.3 Internal and external Fire alarms checks (item 6.1.3 of 23rd Feb 2017)**

The external fire alarm inspection certificate from Executive Alarms is now displayed on the wall of the Hall. Action: DE and HR will take over internal fire alarm checks (at 2-month intervals) and will liaise with JF and MN.

#### **8.1.4 First Aid and accident Book Signs (Item 6.1.4 of 23 Feb 2017)**

Signs indicating whereabouts of First Aid kit and Accident book have now been placed on walls in Hall, kitchen and lobby.

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

MN has kindly replaced switches 5 and 6 with neon switches which light up when on, so more easy to see.

#### **8.1.6 Reporting of recent Incidents/accidents**

MR reported two smoke alarm false alarms at the far end of the hall, possible caused by dust rising during the spring-cleaning (the heater is close to this detector). The detector had now been vacuumed using the long hose and the step ladder. There had been no further false alarms.

## **9. CHAFT Fund-raising / social events 2016-2017 (Item 7 of 23rd Feb 2017)**

### **9.1 April 15th, Easter Saturday, Children's event Update**

HR reported that this was being organized.

### **9.2 May 1st, May Day Children's event Update**

DE reported that this was all sorted. Help would be appreciated to put up and take down one gazebo.

### **9.3 July 8th<sup>4</sup>, Updates and plans for Charney Feast / It's a Knockout (HR)**

HR had circulated a list of suggested activities. A planning meeting had taken place and LG, HR and DE would hold another soon and seek to involve more people. It was noted that Derek McClintock's master list for roadside signs for advance publicity would be needed and the best positioning for these signs would need to be checked with him.

## **10. Progress on Development of new CHAFT web page on Village Website (Item 8 of 23<sup>rd</sup> Feb 2017)**

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<sup>4</sup> It was subsequently realised that many key people are away in July and the event has been rescheduled for Saturday 2<sup>nd</sup> September.

DS reported that John Wright (JW) had made changes to the web page and the Village Hall and Field can now be accessed from the main menu of the Village website. DS reminded MR to supply the approved minutes of the February meeting in pdf format to JW.

## **11. Any other business.**

### **11.1 Long-handled duster.**

There was a need for a long-handled feather duster (Lakeland telescopic) to be purchased for cleaning the hall. **Action: ??**

### **11.2 Confirmation of trustees standing for re-election or reappointment in 2017-18**

MR asked trustees to confirm to him whether they will be happy to be re-elected as village representatives or to be reappointed to represent specific village organizations. DS confirmed that he will continue to represent Table tennis. LB said she would be happy to represent Patchwork and quilting, Ladies Pilates and Yoga groups, rather than being a Village Representative. She will check that these groups are happy for her to represent them as a Trustee. This will reduce the number of Village Representatives to the three prescribed in our foundation document. Action: MR to ask David Roberts who is to be the new PC Representative Trustee and check with CT that she is happy to continue to represent the Village College.

## **12. Confirmation of date of next meeting (AGM)**

The date of the AGM and the first meeting of the trustees for 2017-18 was confirmed as 7.30 pm, Thursday 8 June 2017<sup>5</sup>.

The meeting closed at 21.40

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<sup>5</sup> Subsequently the announcement of the General Election has led to the transfer of the AGM to St Peter's Church. CHAFT are grateful to the Church Wardens and PCC for agreeing to this.

