

## CHARNEY HALL AND FIELD TRUST (CHAFT)

### MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Monday, 1<sup>st</sup> August 2016 at 7.30pm,

#### Present

Lucy Gildersleeves (Chair)	St Peter's PCC
David Sibbert (Vice Chair)	Table Tennis
Jane Fry	Parish Council
Mark Ritchie (Secretary)	Village Representative
Lynn Brookes	Village Representative
Diane Ewart	Village Representative
Helen Royan	Village Representative

#### AGENDA

1. Apologies for absence
2. Approval of Minutes of previous meetings: 21 Jan 2016, 25 Feb 2016, 9 Jun 2016
3. Any urgent matters arising from Minutes of previous meetings
4. Charney Field management
  - 4.1 Replacement of children's play equipment: Next Steps (Item 4 of 9 June 2016)
  - 4.2 Repair and repainting of Play area fencing
5. Village Hall management
  - 5.1 Portable Electric Appliance Testing (PAT testing)
  - 5.2 Fire safety inspections update (Item 5.2 of 21 January 2016)
6. CHAFT Fund-raising / social events 2016-2017 (Items 5 and 6.2 of 9 June 2016)
7. Any other urgent business.
8. Confirmation of date of next meeting

#### **1. Apologies:**

Christine Trotman (Treasurer)

Village College

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

The Minutes of previous meetings of 21 Jan 2016, 25 Feb 2016 and 9 Jun 2016 were approved without further alteration and were signed by the Chair.

#### **3. Urgent Matters Arising**

It was agreed that there were no urgent matters arising that could not be safely left to subsequent meetings. The Secretary noted that the issues of CHAFT Play Policy and Risk Assessment (Item 5.25 of the Minutes of 25<sup>th</sup> February 2016) and Hire Policy for the Field (Item 9.4 of 21<sup>st</sup> January 2016) should be carried forward for discussion at the September meeting.

#### **4. Charney Field Management**

##### **4.1 Play Equipment**

Diane and Helen reported on their attendance at the assessment committee meeting for Vale of White Horse capital grants which had met on Monday 25<sup>th</sup> July<sup>1</sup>. The issue of accessibility had been raised by the committee but it was explained that CHAFT had assessed the needs and made their choice of equipment based on value for money and broadening access to different age groups. The point had also been made that wheelchair access caters only for one form of disability. The committee were satisfied with CHAFT's submission and agreed to provide the full grant without imposing conditions, though their formal written notification is expected this week.

Trustees agreed that we should keep accessibility under review. It was noted that we do have one child with visual impairment in the village. It was observed that VoWHDC welcome repeat applications from organizations that have applied before, so CHAFT should certainly consider a further application in due course. The Committee expressed their thanks to Diane and Helen for their efforts in achieving this important award for CHAFT.

The original quotation from Caloo for the play equipment was made in March 2016 and expired a few days before the VoWHDC submission date in May. After Diane had informed Caloo that we were ready to proceed they had revised their quotation to take account of price increases of one item of equipment and perceived additional costs needed to improve the stability of another piece of equipment (see Diane's email of 29<sup>th</sup> July and enclosed quotation). The original price was £23,994 and the revised amount is now £25,233.90, an increase of £1,239.90.

Trustees were disappointed by this rapid increase but after discussion it was felt that we should still go ahead with commissioning the equipment to achieve our aims without further delay. It was noted that the Statement of Financial Activities circulated by the Treasurer<sup>2</sup> had indicated that recent fundraising and donation income of £1516.62 could be allocated to the Charney Field Refurbishment Fund rather than to the General Reserve if the trustees wished to do that.

David proposed and Lucy seconded a motion that the trustees should allocate the fundraising and donation income from General Reserve to the Field Refurbishment Fund as suggested by the treasurer and finance the additional cost of the play equipment from these monies. All present were in favour of this motion. ACTION: Treasurer to revise allocation.

Accordingly Lucy proposed and Jane seconded a motion that the trustees should accept the revised quotation of £25,233.90 from Caloo as soon as the grant from Vale is confirmed. ACTION: Diane / Helen to formally accept Caloo's quotation on receipt of Vale confirmation.

There was a discussion of the need to rebuild the Refurbishment Fund in view of anticipated expenditure which would include a substantial sum for new play bark around the new play equipment (circa £1000), as well as the costs of improved signage for the field and repainting and repairs to fencing. David Sibbert felt that we should not ask for more money for the play equipment after so much recent fundraising for that purpose.

It was agreed that once we have the Vale's confirmation of funding we should prepare a submission to Charney Chatter to let the village know the good news that we have been successful in our bid to Vale and that construction of the new play equipment is now imminent.

ACTION: Lucy and David to prepare and send notice.

Once construction is scheduled to start we would also need to issue a notice to warn parents that children are not allowed into the play area during construction.

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<sup>1</sup> See also Diane's email to trustees of Tuesday 26 July 2016, informing us of the result.

<sup>2</sup> See Christine's email of 27<sup>th</sup> July 2016 with year to date finance report.

Once we have a definite timetable from Caloo for construction, we should schedule a date for the formal opening of the new play area. This will be at least seven weeks from now (most likely early October).

#### **4.2 Repair and repainting of Play area fencing**

It has been noted that we need to repair and repaint the boundary fence of the play area before the official opening of the new play equipment. Some new palings have been obtained from Oxford Fencing Supplies at trade rates to replace those that have been damaged or are missing. Mike Newman has estimated we need 48 litres of fence paint (Ronseal One Coat Fencilife Forest Green) and 48 person hours of painting to complete the job. The trustees agreed that the Secretary should buy the paint, brushes, disposable gloves and paint cans. ACTION: Secretary to purchase required items at best available price and insert replacement palings.

David Sibbert reported that the Chaney Army would support (but not lead) the painting activity. It was felt that we should choose a weekend so that we can ask for volunteers who work during the week, including teenagers<sup>3</sup>, in addition to the group of older residents who generally rally round. The trustees would take the lead responsibility for each session. The bank holiday weekend of 27<sup>th</sup> to 29<sup>th</sup> August was agreed as a suitable time for the activity (weather permitting) and 3-hour time slots and responsible persons were identified for each of the three days as follows:

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Responsible person(s)</i></b>
Saturday 27 <sup>th</sup> August	10 am to 1 pm	Mark / Diane / Helen
Sunday 28 <sup>th</sup> August	2 pm to 5 pm	Lucy / David
Monday 29 <sup>th</sup> August	10 am to 1 pm 2 pm to 5 pm	Mark / Mike + others?

### **5. Village Hall management**

#### **5.1 Portable Electric Appliance Testing (PAT testing)**

The secretary distributed a one page briefing on the purpose and need for PAT testing of electrical equipment used in village halls. Community First Oxfordshire and Oxfordshire Playing Fields Association (of which we are members) have recommended this and CFO had arranged a training day in July which John Wright attended on behalf of CHAFT. If we plan for John Wright to PAT test our own portable electrical equipment and the main electrical items used by frequent hirers such as the Quilting groups roughly annually, then we need either to purchase our own test equipment or to hire from CFO. The relevant costs were outlined in the briefing sheet (Appendix 1 to these minutes).

The trustees felt that our use of the PAT test equipment would be quite limited and hiring a tester for a week from CFO should be adequate to allow our equipment and that of the key hall users to be checked during a class. It was agreed that the Secretary should request John to make arrangements with CFO to hire the PAT tester for a week and to carry out testing of CHAFT equipment and to arrange with Julie Ingram-Johnson and any other relevant hall users to test their equipment and cables at mutually convenient dates and times. The Chair suggested that John might also like to invite the Church PCC to bring any portable electrical equipment for testing and to share the cost with CHAFT.

The trustees agreed that some alteration will be needed to the terms of the hire agreement to incorporate the need for PAT testing of electrical equipment. Secretary was asked to request John Wright to propose relevant alterations to the hire agreement and to suggest any information we could supply that might assist hirers to comply with our requirement.

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<sup>3</sup> However this is not a children's activity, for reasons of health and safety.

Proposed changes are to be brought back to the next meeting of the trustees in September. ACTION: Secretary to contact John Wright and request him to organize PAT testing and propose changes to the hire agreement, as above.

## **5.2 Fire safety inspections update (Item 5.2 of 21 January 2016)**

The Chair informed trustees that the annual fire safety equipment check had been carried out by Churchesfire in July for the Village Hall and St Peter's Church with whom we share the call-out fee. The fire safety certificate is now displayed on the wall in the hall. The Secretary noted that a certificate for the recent electrical work carried out on the heating switch wiring is also displayed on the wall<sup>4</sup>.

## **6. CHAFT Fund-raising / social events 2016-2017 (Items 5 and 6.2 of 9 June 2016)**

The Chair had produced a chart of proposed events for CHAFT and St Peter's Church which was tabled and refined at the meeting. Please see revised chart (Appendix 2 to these minutes). Since the meeting Lucy has added the hall bookings that have been made and the names of those who will be taking the lead on particular events to the chart.

As proposed in the previous meeting Lucy had taken soundings with families and will now lead a **Family Get-together activity** for families with young children on Charney Field on the morning of 13<sup>th</sup> August<sup>5</sup>. ACTION: Lucy to take lead in organizing.

An **Official Opening for the play equipment** will take place in September/October. This will be fixed once Caloo have agreed a date for completion of installation. ACTION: Diane and Helen to email Trustees once this date is known.

A Family Fun Cricket Match was proposed to appeal to teenagers for September or early October (see Chart). This might or might not coincide with the Official Opening, depending on installation time line. ACTION: Diane / Helen to take lead in organizing cricket match.

For remaining events (and lead responsibilities) which are scheduled to occur more than two months away, see Chart (Appendix 2). It was noted that the Family Get-together and the Children's Halloween Party for young children in the Hall on 31<sup>st</sup> October (4-6 pm) were not seen as fundraisers, whereas other events could have a fund-raising as well as a social function.

The Charney Feast / It's a Knockout event (Saturday 1<sup>st</sup> July 2017) is now proposed to take place on Charney Field, with an It's a Knockout element (1 hour) following some fete activities (1 hour).

An additional possibility is a walking football event on Charney Field in March 2017. ACTION: David Sibbert to consult with David Roberts and report back.

A VE day commemoration will take place as a village event on 8 May 2018.

## **7. AOB**

**7.1 History Group Archive Storage Request.** David Sibbert indicated that the History Group is launching its own website in September and will have an exhibition in the Hall on 19<sup>th</sup> September to launch this. The Group will also need to be able to store some materials, which are not digitised, as a paper archive. They are requesting CHAFT to provide space in the Village Hall store for this archive in small filing cabinets or other lockable storage. It was noted that because of the sloping ceiling in the store there is less head-room for storage above the two existing 4-drawer filing cabinets (PC and CHAFT) than expected. It was agreed that David/Jane would come to next meeting with proposals. Meanwhile the

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<sup>4</sup> Note that a separate inspection visit by Executive Alarms to test the Alarm System in the Village Hall will be undertaken in November 2016. Minute 5.2 of 21<sup>st</sup> January 2016 refers.

<sup>5</sup> Children's play items to be obtained from Helen Royan this week before she goes on holiday?

Secretary would look at possible scope for compressing the records in the CHAFT 4-drawer filing cabinet and report back to them. ACTION: Secretary, David and Jane, as above.

### **7.2 Village Hall Keyholders.**

Diane reported that Jackie and Phil Morgan have passed their key to the Village Hall over to her for safe-keeping as they are leaving the village. This key was originally issued to the Morgans to enable them to deal with Hall fire alarm malfunctions. The Secretary lives opposite the Hall and can fill that role. It was noted that it will be useful for Diane to retain this key for ease of access for organizing some of the events which are scheduled in the coming year.

### **8. Next Meeting**

The next meeting of the trustees will be at 8 pm on 8<sup>th</sup> September as previously agreed. Jane gave her apologies as she will be on holiday.

## **Appendix 1. Briefing for CHAFT Trustees on Portable Electrical Appliance Testing (PAT Testing) distributed at the Trustees' Meeting on 1<sup>st</sup> August 2016**

According to Community First Oxfordshire (CFO), operators of community buildings are required by law to ensure that the electrical appliances used in them are safe. The Institution of Engineering and Technology (IET) code of practice recommends visual inspection and PAT testing along with good record-keeping as a means to take all reasonable steps to ensure the safety of appliances. CFO state that if there is a fire in our hall the insurance company may reduce their pay-out if we cannot produce PAT-testing records, even if the fire was not caused by an electrical fault. A regime of checking the condition of appliances used in our hall is easy to put in place. This would involve visual inspection and PAT testing, with dated Pass or Fail labels affixed to the tested equipment and a log of equipment tested.

In addition to ensuring the safety of CHAFT's own equipment (kettles, urn etc), we need to ensure that equipment brought into the hall by users is also safe. CHAFT's main hall user is the quilting classes organized through the Village College. These classes bring in the lion's share of hire income to CHAFT but they also involve the use of numerous sewing machines and extension cables. Examining and testing these items at agreed intervals will enhance the safety of hall users and the hall itself. Testing is rapid and could be carried out during a class for the convenience of users.

Community First Oxfordshire organized a PAT Testing Training Course in July which was attended on behalf of CHAFT by John Wright. The course used a specific piece of equipment (the Quick Test microPAT) which provides a simple Pass/Fail indication of safety for items of portable electrical equipment or extension cables. The PAT test equipment is self-calibrating but needs to be checked from time to time.

CFO have purchased one tester to be available for hire (for a week at a time) by member organizations such as CHAFT. The cost of a week's hire (including posting the tester to and from the user at £15 a go) would be about £54.00. If the tester is picked up from CFO office and returned by the user the direct cost is only £24.00 (including VAT) for a week's hire but transport should be factored in.

The special purchase price for a tester to those organizations which have attended the course is £252.00 (including carriage and VAT) for the equipment and its carrying case and manual, plus test labels and log sheet. The normal price is 20% higher. The manufacturer will check and calibrate the tester for a sum of £55.00, including VAT and postage back. However it will cost at least a further £10-15 to post the tester in to the company.

CHAFT Trustees now need to decide whether we wish to purchase our own PAT tester or whether we wish to rely on being able to hire the CFO tester when we need to use it.

**The trustees decided at their meeting on 1<sup>st</sup> August 2016, on the grounds of expense, to hire the tester from CFO rather than purchasing a tester for CHAFT.**

## Appendix 2: Events – autumn 2016 and possible events beyond

DATE	LEAD	HALL	CHAFT	CHURCH	LEAD	CHEQUERS	NOTES
Sat 13 August - am	Lucy	bkd	family get-together on field – young children				<i>Not fundraiser</i>
Late summer	Diane Helen	bkd	Family fun cricket match – aimed at teens				Poss Sat 17 Sept or Sat 1 Oct. (see also below, combination with opening of play equipment?)
September/October?			Official opening of new play equipment				Combine with the cricket match?
September				Harvest Food Event			
29 October				Concert	RG IM		
31 October 4-6	Diane Helen	bkd	Halloween event				<i>Not fundraiser?</i> (Half term 24 Oct – 31 Oct + INSET)
19 November				Christmas Bazaar	BD		
14 December				Carols on the Green	tbc		
January – date tbc – poss Sat 14	Lucy	bkd	Quiz Night				Do on a Sat night if to be offered as family event
14 February				Valentine's event	LG		
March	David		Walking Football match				
Easter Holidays - tbc	Diane Helen Lucy		Family Fun				(Holidays 31 Mar – 18 Apr) Easter Day 16 Apr
1 May - May Day	Diane Helen Lorraine		Maypole etc				
June – date tbc				Barn Dance	LG		
Sat 1 July	TEAM		Feast – It's a Knockout				

8 May 2018 - joint village event to commemorate centenary of end of WW1? - NB this is day after 2018 May Day bank holiday.