

CHARNEY HALL & FIELD TRUST
MINUTES OF THE SPECIAL TRUSTEES' MEETING

held in the Village Hall on Thursday, 25th February 2016 at 8.00 pm

Present

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|--------------------------|------------------------------------|
| Mark Ritchie (Secretary) | Village Representative |
| David Sibbert | Table Tennis |
| Lynn Brookes | Village Representative |
| David Nellist | Parish Council |
| Diane Ewart | Village Representative (part time) |
| Lucy Gildersleeves | Children's Church |
| Helen Royan | Village Events Coordinator |

AGENDA

1. Election of Chair (Proposal from the floor)
2. Adoption of agenda
3. Apologies for absence
4. CHAFT Reserves Policy (Mark Ritchie)
5. Charney Field play equipment replacement (Helen Royan and Diane Ewart)
6. Village celebration of Queen Elizabeth's 90th Birthday (Lucy Gildersleeves)

1. Election of Chair. David Nellist as PCC representative was proposed (by David Sibbert) and elected to chair the meeting.

2. Adoption of agenda. The draft agenda was adopted with the addition of a short item regarding the Easter Spring Event to take place on the field and in the hall on Saturday 9th April.

3. Apologies Christine Trotman (Treasurer) Village College
Jane Fry (Chair) Parish Council
Doug Hughes PCC

4. CHAFT Reserves Policy. The Secretary briefly outlined the proposed Reserves Policy document (see attached) which sets out CHAFT's Policy on the holding of reserves and separate designated funds for the Village Hall and the Field. It was noted that the Village Hall is expected to need repainting over the coming two years in addition to any anticipated repairs to roof, floor and heating. The designated fund is intended to address these needs. The Field requires new signage now and will probably need new fencing within two years in addition to the current replacement of the children's play equipment. After discussion the policy document was approved by the trustees. Action: Secretary to circulate final approved Policy Document.

5. Charney Field children's play equipment (Item 6.2 of 21st January).

5.1 Choice of Equipment. Trustees had already received basic costings by email of the shortlisted items of play equipment for which quotes have been sourced. Helen Royan exhibited further details for these. Trustees discussed the strengths and weaknesses of particular items and the emailed views expressed by absent trustees were also noted. After full discussion it was felt that if we are to have some suitable equipment for younger children as well as a multi-play type of equipment, the best value would probably be represented by the Holyrood multi-play design which was felt to be acceptable as an alternative to the more expensive Cambrian design, for which some trustees had expressed a preference. The Cambrian has monkey bars and a small climbing wall but the wall was not felt to be well-integrated into the design and neither wall nor bars was felt to be of high importance. A vertical fireman's pole however had been mentioned by children as something they would like to have and the Holyrood has one.

The Holyrood main framework is made from zinc-sprayed and powder-coated steel and has a 25-year manufacturer's warranty, far longer than for wooden-framed equipment. It should be noted however that warranties on other parts are much shorter. The footprint of the Holyrood multi-play is similar to that of the existing excavated play area but some additional excavation will be required to ensure the requisite safety distances all around the multi-play equipment.

The exact cost of additional excavation and edging needs to be confirmed, along with any need for skips to remove excavated material. It is hoped that any excavated soil can be deposited in the rough grassland adjoining the play area without hiring a skip (however CHAFT will still have to remove and dispose of any old concrete post bases removed during installation). It was advised that the recent replacement of the wooden edging for the excavated area for the previous multi-play was not done by the Charney Army, but by a contractor. This is a skilled job and is not suitable for volunteers to undertake.

Action: Diane and Helen to finalise installation costs including excavations and edging with supplier.

It appears that suppliers are not keen to reuse the old slide because their own equipment is modular and attaching a non-matching type of slide would require adaptation which would be likely to cost as much as the new slide.

5.1.1 Equipment for adults. An outdoor table tennis table was felt to be unnecessary, given the provision of a table tennis club in the village hall. Wind problems and poor weather would reduce the usefulness of the table. The zip wire, although clearly a potentially exciting item for teenagers was not suitable for an unsupervised play space and raised clear policy and liability issues for CHAFT (see item 5.2.5 below).

5.1.2 Toddlers' equipment. Helen explained that there is adequate space available within the existing fenced play area, at the southern end, for two items, though it was noted that placement should avoid the existing direct access routes for older children from the gates to the multi-play equipment, to ensure safety without the additional cost of re-positioning gates.

Two absent trustees had both expressed interest in particular rocker toys (little hen and horse). After discussion it was felt that the rocker with four seats (Kompan Quartet seesaw) would be better value than single rockers as this would allow up to four children to play on the equipment simultaneously. It was pointed out that it is essential for multi-play and rocker equipment to be compliant with BS EN 1176 for safety¹. Signage will stipulate that younger children must be supervised when using play equipment. Action: Diane and Helen to request confirmation of EN 1176 compliance in writing from supplier.

In addition to this seesaw Diane and Helen advocated for provision of a "Gentle Giant" feature which can be played on and around by small children. The feature proposed is the Crab which is a substantial play structure (2.5 m long x 3.5 m wide x 0.75 m high) which is stated by the supplier to be EN 1176 compliant. This will require installation on a mat so that grass-cutting by strimmer does not cause damage to the feature itself. It is not clear whether the seesaw needs a special mat or can be installed directly to grass.

Exactly how these toddler's items and their safety mats will be positioned on the play area needs to be established so that access corridors are respected and adequate safety distances are provided around the items (Note that items over 600 mm high are supposed to have an absorbent surface around them). Action: Diane and Helen to establish exact areas and positioning of toddlers' equipment items and safety mat requirements and costs with supplier.

The Quartet seesaw is not made by the same supplier as the other two items. Enquiry will be made of the supplier of the Holyrood and Gentle Giant ("Monster Play @ Caloo") to find out if they can supply and install an equivalent product to the Kompan Quartet. A better price may be negotiable if all three items are obtained from one supplier. Action: Helen and Diane to source equivalent item if possible and negotiate any resulting discount.

A summary of basic prices so far (without bark chippings) for the selected items is as follows:

¹ To prevent fingers being crushed in compressed springs, the minimum distance between coils must never be less than 1.2 cms

| Type of Equipment | Costs (inclusive of installation and VAT) |
|--|---|
| Holyrood 3-tower Unit Junior Multi-play (Age 5-12) | £15,619.32 |
| Kompan Quartet Seesaw | £2,356.80 |
| Gentle Giant Crab | £5,774.70 |
| Subtotal for toddlers' items | £8,131.50 |
| Total | <u>£23,750.82</u> |

5.1.3 Safety Surface. Some additional cost will need to be included for replacement of the bark chips surface of the play area surrounding the multi-play equipment. Spreading the chippings can be undertaken by volunteers. Costing is needed for bulk supply of adequate quality of play bark chippings (accredited to BS EN 1177) for the reconfigured main play area². Action: Helen and Diane to obtain costing and confirm EN 1177 accreditation.

It was proposed that topping up the safety bark on the area of the swings (66.5 m²) could be achieved by raking off some of the top layer of bark chips from the main play area (currently unused) to top up the area round the swings, pending getting new bark chips for the play area once reconfigured. This was agreed by trustees. Action: Secretary to liaise with Charney Army to schedule work party to transfer bark chips from play area to swings.

Clarification is needed regarding ground preparation costs for excavation and re-edging to fit the modified footprint of the new multi-play equipment. Action: Helen and Diane to obtain final cost of reconfiguring safety surfaced area for the multi-play (excluding laying the play bark chippings).

5.2 Funding for play equipment.

5.2.1 VAT. CHAFT will need to find around £11,000 of additional funding for the play equipment and associated costs. This will include a substantial sum for the VAT component (20% of total cost). There was discussion regarding the possibility of asking Parish Council (PC) (which can reclaim VAT) to take over responsibility for the project and to pay invoices. Consultation with the Parish Clerk and searching HMRC website has indicated that PC cannot accept funds from CHAFT to refurbish the children's play area since this would be viewed by HMRC as PC supplying a service to CHAFT (the play equipment and the reclaimed VAT) in return for a consideration (the funds) and VAT would not be reclaimable on that element.

The PC could however (if it wished) participate in the project by purchasing part of the equipment for Charney Field itself as long as there were separate invoices for this. Alternatively external funders could be asked to make their grants payable to the PC for specific items³. This option would require any equipment purchased by PC to be shown in the PC's audited accounts as an asset of the PC, not of CHAFT. It follows that no individual items could be part-funded by both CHAFT and the PC.

PC also cannot go into debt, so CHAFT would need to loan PC the recoverable VAT element on their payment to the PC until they could reclaim it and repay the loan. This was done for the last Village Hall refurbishment.

5.2.2 Vale of White Horse District Council Grant Application. In the present situation, if PC and VoWHDC would both agree, then CHAFT could ask VoWHDC for a grant specifically for the toddlers' play equipment and all safety surface costs for the project to be made available through

² 1 m² or 2 m² bulk bags of play bark could be delivered right to the play area site, or tipped directly, if the delivery truck can fit the width of the access track on Buckland Road and cross the grass surface. Ideally the order should include weed-suppressant membrane which should be pegged down around the play equipment before backfilling the play area with bark chips. Some suppliers provide this membrane and the plastic pegs as a free or cut-price addition to orders.

³ In the present situation, if PC and VoWHDC would both agree, then CHAFT could ask VoWHDC for funds specifically to cover toddlers' play equipment and safety surface costs for the project, while CHAFT would fund the multi-play unit. If Vale cannot cover the whole cost of these items, then PC might agree to cover either one of the play items or the safety surfacing costs component for the whole play area (i.e. all mats and play bark).

the Parish Council, while CHAFT would fund the multi-play unit. If Vale would not agree to cover the whole cost of these items, then PC might agree to cover the cost of one of the toddlers' play items, or the safety surfacing costs component for the whole play area (i.e. two mats and the play bark)⁴. The trustees requested Helen Royan and David Nellist (as a Parish Council representative) to discuss these options with the PC Chairman. Action: Helen Royan, David Nellist.

5.2.3 VoWHDC Encouragement.

An encouraging letter from VoWHDC had been received by Christine Trotman (in her role with Charney Bassett Community-led Plan Steering Group) summarizing favourable comments on the Plan from several council officers ("*This is a really good Plan*"). The Grants Officer, Carole Cumming (carole.cumming@southandvale.gov.uk) has suggested that Charney should apply for grants towards three specific named items: the Allotments, the Outdoor Gymn, and the Play Equipment. David Sibbert suggested that CHAFT should discuss with PC and Vale whether to make a combined bid for play equipment and outdoor gymn equipment. The Secretary indicated that we are already far advanced with our plans for play equipment but have no agreed specification for gymn equipment, so we need to go for the play equipment first.

Having selected specific items of play equipment it was agreed that CHAFT needs to finalize costings and apply for a VoWHDC grant before the next funding deadline. Final costings must be approved and any grant applications in the name of CHAFT (even if for payment to PC) must be signed by the CHAFT Treasurer. Action: Helen and Diane to produce final costings, check on whether VoWHDC could make grant to PC on behalf of CHAFT and complete application form for VoWDC grant for approval by Christine as Treasurer before 14th March⁵.

5.2.4 Gift Aid recovery. Income tax paid (at 25%) on all gifts to CHAFT (but not to the PC) can be recovered through Gift Aid. It should be noted that a priced ticket to an event cannot be counted as a donation (see **Annex 1** for details). It was noted that as many as possible of the individual donors for the play equipment donating through any upcoming activities (Quiz, etc) or directly in response to an appeal should be asked to complete a simple Gift Aid form which provides their contact details, confirms they are taxpayers and specifies the amount of their donation. The format is available to be printed on labels which can be stuck to envelopes for donors to enclose their gift. Action: Lucy and Treasurer to liaise and make Gift Aid forms/envelopes available for use as needed.

5.2.5 CHAFT Play Policy and Risk Assessment. The secretary distributed a one-page briefing note on Play Policy and Risk Assessment for Charney Field and the children's play area. He advised the trustees that CHAFT's role as a provider of an Unsupervised Play Area imposes specific legal obligations on the trustees which we cannot evade (for example by use of disclaimer notices). In setting a policy for this activity the trustees must assess and optimise the risks and benefits of the facility in relation to its layout, design and installation (compliance with BS EN 1176), and set out how it is to be managed (insurance, information provision, inspection, fault reporting and maintenance, incident response), based on established best practice.

The play equipment manufacturer's warranty requires CHAFT to conduct, record and report regular (weekly and monthly) internal and annual external inspections of play equipment and report any damage and conduct necessary maintenance. CHAFT's indemnity insurance cover should be reviewed along with cover for the equipment. Action: Treasurer to review insurances and update as necessary.

Having a Play Policy and complying with its provisions will give substantial protection to the trustees against legal claims that might arise in the event of accidents⁶. The trustees agreed to

⁴ This might not need to be inventoried by PC as a capital item?

⁵ If desired, this application could be designated as Charney Field Phase 1, with a subsequent application for outdoor gymn equipment as Phase 2, if approved in due course by the trustees.

⁶ It is noted that Mike Newman has been regularly monitoring the safety of the play equipment and maintaining a record for some years, for which the village owes him a big debt of gratitude. We now need to describe what we actually do now as part of a written risk assessment and Play Policy. In the event of an accident on Charney Field, Trustees may

discuss setting up a subcommittee to develop a policy and manage the field and the play area at the June 2016 meeting. Action: Secretary to circulate briefing sheet with minutes and present proposal at June CHAFT meeting.

5.2.6 Additional fund-raising actions. Trustees agreed that CHAFT should make an application to CLET for a grant towards the play area costs in time to be considered at their May meeting⁷. Action: Helen and Lucy to make an approach to the Clerk, Mrs Frances Rothwell to discuss and obtain application form.

Diane indicated that the collection from the May Day maypole tea event will be directed to CHAFT's play equipment appeal. The trustees thanked Diane for this and requested that she seek to recover Gift Aid on donations as far as possible. Action: Diane.

An article is needed for Charney Chatter setting out the plan for the refurbished play area and asking for significant donations to CHAFT from families to help cover the costs. Action: Helen, Diane and David Sibbert.

6. Easter Spring Event

Diane and Helen described their children's event to raise funds for CHAFT also in April. This will include afternoon activities on Charney Field at 2 pm which may include "walking football". Entry will be by a suggested donation of 1.50 per child⁸. This will be followed by tea in the Village Hall at 3.30 pm. Action: John Wright to note free afternoon use of the Hall. There will be a raffle with prizes including an Easter basket, and an art competition. Donations of cakes are solicited! Help will be needed on the field and with tea. The trustees approved the proposed event. CHAFT has apparently registered with the Licensing Authority as a "Small Society" to hold raffles but it would be advisable to confirm that this registration is still valid. We do not need a license as such. Action: Treasurer to confirm registration.

7. Village Celebration of the Queen's 90th Birthday.

Lucy Gildersleeves outlined her proposal to the Parish Council that a village bring-and-share tea party take place on the Green on the afternoon of Saturday 11th June, along with a floral display in the form of a birthday cake using potted plants loaned by villagers. The display would be erected on Saturday morning 11th June and taken down after one week. The trustees agreed that CHAFT's contribution to this celebration will be to provide the use of the Hall and two gazebos (for sun and light rain protection) along with tables and chairs. CHAFT will also organize the team with the appropriate tools to put up the gazebos on Saturday morning 11th June and to take them down again on Sunday morning 12th June. The hall will be made available for use of toilets. If foul weather is anticipated, the hall also will be used for people to sit and eat their tea. All CHAFT facilities and equipment will be supplied without charge on this occasion as a village event in line with our charitable object.

There being no other business, the meeting closed at 10.05 pm.

not be aware that in the event of a legal claim against CHAFT following an accident on Charney Field, CHAFT would by law have just 21 days to make a written response which would need to include copies of the management policies for the field and all safety check records. Failure to do this could have serious implications for the trustees.

⁷ This will take time to be considered and awarded so should ideally be intended to cover costs which in the meantime would be borne by CHAFT.

⁸ Any Gift aid recovery would need to comply with HMRC regulations on donations and entry tickets.

Annex 1. HMRC rules for gift aid on donations at charity events (excerpt).

<https://www.gov.uk/guidance/gift-aid-what-donations-charities-and-cascs-can-claim-on#membership-subscription>

Introduction

Gift Aid can be claimed on donations of money made by an individual UK income taxpayer. It's an easy way to help your charity or community amateur sports club (CASC) maximise the value of donations.

To claim Gift Aid, you must be recognised by HM Revenue & Customs (HMRC) as a charity or CASC and you'll need to ask donors to make a Gift Aid declaration.

In certain circumstances, some payments made to charities which are not strictly gifts, like membership subscription paid to a charity, may be treated as donations for Gift Aid purposes.

If any donor or person connected to the donor benefits significantly from their donation, it doesn't qualify for Gift Aid.

When Gift Aid can't be claimed

You can't claim Gift Aid on:

- payments for goods and services
- donations of money from a company
- gifts made on behalf of other people, for example, a [membership subscription](#) paid on behalf of somebody else
- gifts that come with a condition about repayment
- gifts that come with a condition that the charity buys goods or services from the donor
- payments received in return for goods or services for example [admission to a concert](#) or a fee for a sponsored challenge
- a 'minimum donation' where there is no choice about payment
- gifts made using 'charity vouchers' or 'charity cheques'
- donations received before the date that HMRC accepts your organisation as a CASC or a charity for tax purposes

Charity events

If you sell tickets to an event you've organised, eg a concert or fundraising dinner, payment does not qualify for Gift Aid. Even if the ticket price is higher than the cost of the event, the money made from ticket sales counts as profit and not a donation.

To qualify for Gift Aid, a payment must be a voluntary donation and not be a compulsory payment for attending an event.

Minimum donation payments don't qualify for Gift Aid. But if someone chooses to pay more than the minimum donation, the extra amount paid qualifies for Gift Aid.

If you set a ticket price for an event and also ask for a suggested donation, the donation is eligible. You must make it clear to people buying a ticket that they can attend without making a donation, but you mustn't give preference to those who do give a donation.

If you arrange a 'donation only' event where people can attend whatever they decide to give (including making no donation), then all donations would qualify for Gift Aid.