

CHARNEY HALL AND FIELD TRUST (CHAFT)
MINUTES OF THE MANAGEMENT COMMITTEE OF TRUSTEES

held in Charney Bassett Village Hall on Thursday, 24th November 2016 at 8.00pm,

Present

Lucy Gildersleeves (Chair)	St Peter's PCC
David Sibbert (Vice Chair)	Table Tennis
Christine Trotman (Treasurer)	Village College
Jane Fry	Parish Council
Mary Castle	Parish Council
Mark Ritchie (Secretary)	Village Representative
Diane Ewart	Village Representative
Helen Royan	Village Representative
Lynn Brookes	Village Representative
Mike Newman (Maintenance)	Non-voting Committee Member

AGENDA

1. Apologies for absence
2. Approval of Minutes of previous meeting: 8th September 2016
3. Matters arising from Minutes of 8 September
4. Treasurer's report
5. Charney Field management
 - 5.1 Replacement of children's play equipment: Final actions (Item 5.1 of 8th September 2016)
 - 5.2 Health and safety (Item 5.3 of 8th September 2016)
 - 5.2.1 Approval of new schedule for play area safety checks
 - 5.2.2 Clarification of responsibilities for Charney Field inspection and maintenance
6. Village Hall management matters
 - 6.1 Health and Safety (Item 6.2 of 8th September 2016)
 - 6.1.1 PAT testing
 - 6.1.2 Hall Inventory and Safety Check
 - 6.1.3 Fire alarms check
 - 6.1.4 Accident Book and First Aid Kit
 - 6.1.5 Heater switches and electrical safety
 - 6.2 Village Hall Hire Conditions (Item 6.2 of 8th Sept)
7. CHAFT Fund-raising / social events 2016-2017: Updates and plans (Item 7 of 8th Sept)
8. Development of new web page for CHAFT on Village Website (AOB, 8 Sept)
9. Any other business.
10. Confirmation of date of next meeting (currently 8.0 pm on Thursday 23 February, 2017).

1. Apologies: There were no apologies for absence.

2. Approval of Minutes

The Minutes of previous meeting of 8th September 2016, were approved without further alteration and were signed by the Chair.

3. Matters Arising

Play Policy and Risk Assessment, Item 3 Action Point of 8th September (Item 5.25 of the Minutes of 25th February 2016) and Hire Policy for the Field (Item 9.4 of 21st January 2016). The secretary reported that he

had received no materials from trustees related to these policies and had yet to draft policy outlines. The Chair indicated that these issues should again be carried forward for discussion at the February 2017 meeting. Actions: Secretary to develop outlines for these policies for February meeting.

N.B. Completed actions from the September 2016 minutes which are not mentioned here have been documented in the Notes on Action Points, distributed with the agenda for the November meeting. A revised version is being circulated with these minutes.

4. Treasurer's report

The Secretary circulated the excel file of the Treasurer's report to trustees by email on 21st November 2016, A copy is appended to these minutes for the record (page 5). The main outstanding creditor was "Safe and Sound Playgrounds" (aka Caloo) for the play equipment, in the sum of £25,365.90. After payment of this debt, Net Assets were £16,802.27. Trustees agreed to make a an application to CLET towards the cost of play bark for the play area for consideration at their January meeting. Action: Treasurer to apply to CLET¹.

5. Charney Field management

5.1 Replacement of children's play equipment: Final actions (Item 5.1 of 8th September 2016)

Diane informed trustees that she had received several small pots of paint from Caloo to enable us to touch up any future superficial damage to the play equipment. It was agreed that once Diane has checked that the paint matches, the treasurer should send a cheque to Caloo. Diane will then upload the invoice to the Vale of White Horse District Council website in order to trigger release of the second tranche (£4500) of our grant. Actions: Diane to check paint and inform treasurer. Treasurer to make payment by cheque to Caloo. Diane to upload invoice to VoWHDC website for payment.

5.2 Health and safety (Item 5.3 of 8th September 2016)

5.2.1 Approval of new schedule for play area safety checks.

As part of our warranty agreement CHAFT is required to email reports of the condition of the play equipment quarterly to Caloo. Mike Newman's proposed modified schedule for play area safety checks had been circulated to trustees with the agenda. He explained that these report forms are completed weekly and any remedial actions required are noted on the form and their completion is documented on subsequent weekly forms. Action: It was agreed that Diane will ask Caloo to confirm that they will accept scanned copies of these completed weekly forms emailed to them quarterly or to specify their alternative format for damage reporting.

At present the only recurring damage issue on Charney Field is damage by rabbits to the football goal netting. There is no way of preventing this damage unless rabbits on adjoining land are removed. Mike repairs the nets as necessary with inexpensive white polypropylene twine. Play area checks, checklist completion and any repairs to the netting will need to be undertaken by others during Mike's absence between 22 Jan and mid March 2017. Trustees thanked Mike for his work on these forms and for faithfully completing safety checks and remedial actions over many years. Action: Diane offered to ask Dean if he would join David and Mike in carrying out play area safety checks and maintaining records.

5.2.2 Clarification of responsibilities for Charney Field inspection and maintenance

David Sibbert stated that CHAFT as manager of Charney Field is responsible for health and safety on the Field and maintenance of the play area. However the Parish Council has generally dealt with upkeep of the trees, grass² and the rights of way. Apart from the play area, there is some uncertainty over respective responsibilities for safety inspections and for remedial actions in areas such as the arbour and the woodland. In the context of a CHAFT risk assessment for Charney Field, it would be desirable to clarify these responsibilities. It would also be desirable to have a clear safety policy on siting and management of bonfires.

The Secretary distributed printed copies of a Discussion paper on Responsibilities for Maintenance of Charney Field which had been circulated by email to trustees just before the meeting. Based on a review of

¹ An application has subsequently been made retrospectively for £600 to defray part of the cost of the recent major upgrading of play area bark surfacing.

² other than within the play area fence.

15 years of parish council minutes (2001-2016), this paper looks at how responsibilities for Charney Field were initially partitioned between CHAFT and PC and changes that have occurred over time. Given the status of the Field as a public open space, and the recurrent costs to CHAFT of maintaining it for the community, this paper argues for the need to develop a Memorandum of Understanding between the PC and CHAFT to clarify and formalise our respective responsibilities. Further discussion of this proposal was deferred to the February 2017 meeting.

The trustees felt that CHAFT could organise monthly inspections of the whole field and asked Secretary to ask Lynne Newin of CFO for advice on carrying out playing field inspections. It was also felt that we could put a note in Charney Chatter asking dog-walkers to advise us if they observe anything that needs attention. Actions: Diane volunteered to ask fathers in the village if they would be willing to help conduct monthly safety checks. Secretary to prepare item for dog-walkers for insertion in Charney Chatter. Secretary to contact Lynne Newin³.

6. Village Hall management matters

6.1 Health and Safety (Item 6.2 of 8th September 2016)

6.1.1 PAT testing

Secretary reported that John Wright had not yet carried out PAT testing. Trustees agreed yet again that regular users should have their equipment PAT-tested (including extension leads). It was further agreed that CHAFT should purchase two of its own extension leads (1 x 5 metres, 4 gang and 1 x 10 metres 4 gang), with surge protection, to hire out to hall users. Chair repeated (Item 5.1, August 2016) that the Church will pay half of the hire cost for the PAT-test kit if John can test their few items as well. It was suggested that one-off hall-users could be asked to indemnify CHAFT for any costs arising from their use of their own untested equipment⁴. Action: Chair to discuss these issues with John Wright and report back.

6.1.2 Hall Inventory and Safety Check (item 6.2 of 8th September 2016)

This has now been scheduled for a Friday in January 2017 (either 19th or 26th Jan or 2 Feb).. Action: Chair to convene team (Lucy, Mary, Christine plus any other volunteers) to conduct hall inventory and safety check in January 2017.

6.1.3 Annual Hall fire alarms check

Secretary reported the Village Hall fire alarms were checked on 11th November 2016 by Executive Alarms and a certificate to that effect will be issued after payment of their invoice. Action: Treasurer to pay invoice and certificate to be posted on board in Village Hall.

6.1.4 Accident Book and First Aid Kit (Item 6.2 of 8th September 2016)

Chair reported that there were two accident books in the kitchen, of which one has now been removed. The one that has been kept has tear-out report pages for follow-up. A new First-Aid Kit (good until September 2021) has been purchased, as the previous one was 10 years old. Chair had also purchased a whiteboard for users to report faults (date, issue, action taken) which will have an attached dry-wipe pen. Actions: Chair to arrange for new First Aid kit and snagging board to be fixed to the wall in a prominent position in the Hall lobby. Secretary to make and put up a sign indicating that the accident book is in the kitchen.

6.1.5 Village Hall heater switches and electrical safety

The switch for heater number six had recently become very hot during use. Mike Newman kindly offered to check this and if necessary fit a replacement switch. Action: Mike to examine and fix switch⁵.

³ Lynne Newin was approached (she has since retired) but she indicated that playing field issues are the responsibility of OPFA. The secretary will ask OPFA for advice.

⁴ Such an arrangement would be unlikely to be approved by our insurance company since most hall users will not have the necessary insurance cover themselves to give an indemnity. In the event of a fire they would be unable to pay for repairs. We would however have invalidated our own insurance cover by accepting such an invalid indemnity.

⁵ Mike found switch 6 was defective and fitted a new one on 26th Nov 2016. This is working satisfactorily without getting unduly hot. Mike suggests checking heater switches for overheating after long events like table tennis evenings and coffee-mornings.

There has been recent cases of hall users leaving heaters on when leaving the hall. They have been reminded to check. If this becomes a problem then new heater switches with neon indicators could be fitted which would make it more obvious when one is left on (as long as the user checks the cupboard!⁶).

6.2 Village Hall Hire Conditions (Item 6.2 of 8th Sept)

Discussion of this item was deferred to February 2017. Action: Secretary to place on agenda⁷.

6.3 Hall kitchen cupboard ventilation. The issue of musty-smelling crockery cupboards had been raised. It was felt this resulted from boiling kettles beneath the cupboards. It was felt that cutting ventilation holes in cupboards was not necessary and that cupboard doors could be left open after use. Kettles should be used on the work surface well away from cupboards to prevent condensation. Action: Secretary to put an advisory notice in the kitchen⁸.

7. CHAFT Fund-raising / social events 2016-2017: Updates and plans (Item 7 of 8th Sept)

Helen reported that the **Halloween Children's Party** was well-attended (18 children). Pumpkins were carved before the party and balloons, food and games were provided. The **Play Area Re-opening** event on Charney Field included a superb tea with scones in the Hall which was well-attended. Councillor Eric Batts was unable to come as he had been taken into hospital. He sent his apologies and a get-well message was sent to him. The **Cricket Match** sadly proved to be too difficult to organize so late in the season, but could be revived for Easter 2017.

The next CHAFT event in the Hall will be the **Family Fun Quiz Night** on Saturday 14th January at 6 pm. Tickets £5.50 per head and tables of up to 6 people.

Charney Feast / Church Fete: The Chair proposed that CHAFT and the Church PCC should pool their resources and share income by jointly organizing one annual event, rather than alternating a Church event and a CHAFT event. The St Peter's PCC were happy with this proposal. After discussion trustees agreed to combine forces with the PCC and form a joint organizing committee to organize the Charney "**It's a Knockout**" in 2017 as a trial. Action: Lucy and Helen to put a joint PCC/CHAFT message into Charney Chatter to recruit helpers.

8. Development of new web page for CHAFT on Village Website (AOB, 8th Sept)

David reported that following an email exchange with the Secretary he had prepared an outline of a revised CHAFT entry on the village website. Initial discussions with John Wright and Amanda Graham indicated they did not see any problems with implementation. He indicated the next step was to prepare a draft entry on the website which would be circulated to Trustees for comment. Action: David by 31 January, 2017.

9. Any other business.

There was no other business.

10. Next Meeting

The next meeting of the trustees was confirmed to take place at 8 pm on Thursday 23 February 2017, as previously agreed. Jane Fry offered her apologies for absence.

The meeting closed at 21.35

⁶ Mike says that switches with neon lights are about £4.00 each, so six would be quite affordable if we decide to do this.

⁷ Please note that the 2016 edition of the ACRE Model Document Hiring Agreement for Village Halls, obtained from Community First Oxfordshire was circulated to all trustees by email on 12th September 2016 with the draft September Minutes, as a basis for discussion.

⁸ On a trial basis the kettles have been moved across to the work surface to the left of the sink where there is no cupboard.

Statement of Financial Activities

	YTD 21/11/2016 £	YTD 21/11/2016 £	
Incoming Resources		Resources Expended	
Village Hall Hire	1,985.10	Electricity	331.10
100 Club	844.00	Water	77.00
May Day Teas	278.28	Hall, Field & PL Insurance	341.96
Bank Interest Received	360.30	CFO & OPFA Affiliations	50.00
Equipment Hire Donations	40.00	Lottery Licence	0.00
Gift Aid Receipt from HMRC	0.00	Hall maintenance	669.42 electrics, alarm, extinguishers
		Equipment Safety Inspection	0.00
		Field expenses including Grass Cutting	110.44 paint etc for fencing
		Sundry Expenses	72.76 gratuities
Field refurbishment			
Miscellaneous Donations	33.60	Play equipment	25,233.90
Play Equipment Fund raisers	1,698.32	Bark	1,018.98
Grants	9,000.00	Signage	196.71 26,449.59
Total Incoming Resources	<u>14,239.60</u>	Total Resources Expended	<u>28,102.27</u>
Net Incoming Resources			-13,862.67
Total Funds brought forward			30,664.94
Total funds carried forward	<u>16,802.27</u>		

BALANCE SHEET

	21-Nov-16	21-Nov-16	
Cash at Bank		Unrestricted Funds	
HSBC current a/c	37,208.17	General Reserve	6,519.94
United Trust Deposit a/c	0.00	Designated Funds	
	<u>37,208.17</u>	Charney Village Hall Fabric Fund	10,000.00
Debtors and prepayments	<u>4,960.00</u>	Charney Field Refurbishment Fund	282.33
	42,168.17		
Creditors	<u>25,365.90</u>		
Net Assets	<u>16,802.27</u>	<u>16,802.27</u>	

	General	Village	Field
	Reserve	Hall Fabric	Refurbishment
Total	Fund	Fund	Fund
Balance Brought Forward 1st April 2016	30664.94	4664.94	10000.00
Net Incoming/Outgoing Resources YTD	-13862.67	1855.00	-15717.67
Balance carried forward	<u>16802.27</u>	<u>6519.94</u>	<u>282.33</u>

Debtors	
VWHDC second half of grant	4500.00
	<u>4500.00</u>
Prepayments	
Insurance	460.00
	10 mths paid in advance
	<u>460.00</u>
Creditors	
Safe & Sound Playgrounds	25233.90
	payable 24/11/16
Executive Alarms	132.00
	not invoiced yet
	<u>25233.90</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.

CLET suggest applying for an annual grant towards bark for playing field