

FRITWELL VILLAGE HALL COMMITTEE

Minutes of the Online Meeting Held on 12th May 2021 at 7.30pm

Present: Colin Smith (CS), Gail Barnhill (GB), Glynis Lowdon (GL), Christine Denton (CD), Vivienne Harding (VH), Becky Bignell (BB), Cass Miller Jones (CMJ), Libby Furness (LF) and Helen Metcalfe (HM)

In the absence of an elected Chair, GB led the meeting.

1. **Apologies:** Daniel Kimber (DK)

2. **Welcome, Introductions and Co-Option of Trustees**
GB welcomed BB, LF and CMJ to the meeting. They introduced themselves, then existing members of the Committee did the same, including information on their roles on the Committee. HM proposed, GB seconded that BB, LF and CMJ be co-opted to the Committee, **Agreed unanimously**. It was further proposed by CS and seconded by HM that CMJ be elected as Chair. **Agreed unanimously**

3. **Declarations of Interest**
GB is helping the Community Fridge with accounts and paper work and so will take no further part in discussions or decisions made.

4. **Minutes of Meeting held on 7th April 2021**
Minutes were agreed as a true record

5. **Matters Arising from the Minutes**
 - Community Fridge: HM reported that KM has been in contact with the Planning Department at Cherwell DC to determine whether or not planning permission is needed for the shed, the site being in a conservation area. There are forms to be completed. GB reported that she has been following this up. Has answered required questions, been advised that it needs to go through the pre-application process and they should seek seek advice. The Parish Council are also providing support in the matter. Grant funding of £400 has been received.
 - Cupboard for the Shed to hold paperwork: this cannot be installed for the foreseeable future while the shed is being used for storage by the Community Fridge.
 - Dishwasher Service: CD has arranged for this to take place on 18th May at a cost of £50 call out fee then £40per hour plus parts.
 - Charity Commission Return has been completed.
 - Table Tennis Table: has not yet been removed. HM to contact the scouts, BB to contact table tennis club to see if they would like to have it.
 - The marquee is still in the shed. CS has asked RJ to find out if anyone is interested in it.

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6. Decisions taken Since Last Meeting

GB explained the process for taking decisions between meetings for the benefit of new members. The following decisions had been made:

- Approval of site of Community Fridge shed
- Approval of Three Parishes Report
- Approval of date of Flower Show
- Approval of revised Charity Application
- Approval of new members invitation to meeting
- Approval of parking of camper van

7. Financial Report

- GB presented the attached accounts to 7th May 2021. As predicted, it had been an expensive month, with payments for utilities, cleaning, insurance and solicitor's fees. The total assets stand at £40,119.11. Income to date includes the sale of logs and Cherwell's contribution of the half the cost of the deep clean.
- Signatories: out of date signatories have been removed. **Agreed that BB and CMJ be added as signatories to the account.**
- Izettle Account to enable payment by card rather than cash: Credit check has been undertaken for GB and the machine should arrive shortly, when GB will train other members in its use. It could, in the future, be used to take payment from hirers, although most pay by bank transfer.

8. Building and Maintenance Report

- Paving at the Shed: GB reported that Alan Mellor has agreed to do the work when he does the base for the new shed. DK has been in touch with him
- Quotes for Electricity to the Shed: CD has repeatedly tried to get other quotes, to no avail, as all electricians are too busy. HM proposed, GB seconded and it was **Agreed that Keith Nash be asked to undertake the work and the extension to the new shed.** CD to follow up.
- Leak in Roof: In the absence of a report by DK, HM will follow this up with CK Roofing
- Appointment of New Cleaner: AL does not want to continue the cleaning of the Hall. GB proposed that the Committee employ KJ Solutions, the firm that undertook the deep clean for Covid safety. They had done an excellent job, would provide cleaning materials and equipment. Two hours per week at £16 per hour plus VAT would be more expensive but we would be saving on cleaning materials. **Agreed that KJ Solutions be employed.**

9. Website Report

CS reported that as of today the website is up to date. He has removed the recruitment poster and will now add the names of the new members of the Committee. HM reminded the Committee that it had agreed, at the meeting on December 8th 2020, to put approved minutes on the website starting from November 2020, in the interest of transparency. After discussion it was **Agreed, by a majority, that approved Minutes be added to the website, starting with the Minutes of this meeting held on 12th May 2021.**

10. Incorporation

HM reported that the application to convert to a CIO has been sent to the Charity Commission GB explained for new members the reasons behind the decision to convert to a CIO: present rules are contained in a fifty year old Trust Deed which is very out of date; it gives no protection to trustees who have an individual, personal liability; it does not allow for contracts to be made in the name of a single legal identity. A Charitable Incorporated Organisation will provide these benefits as well as bringing the whole system up to date. Copies of the old and new governance documents have been sent to all new members. The next step will be to inform residents and then transfer all assets to the new CIO. CS informed new members that they are covered by insurance. HM to give CMJ the insurance policy.

11. Reopening the Hall for Regular and Future Events

Agreed that everything is set up for reopening for outdoor events for 30 people after 17th May and indoor events with no restrictions after June 21st unless there is a change in government guidelines.

- Thirsty Thursday: GB proposed and it was **Agreed that there be an outdoor event on 10th June**. There will be a maximum of 24 pre-booked places for the quiz and 6 volunteer helpers as required by the risk assessments. The first indoor quiz will take place on 24th June and run as previously.
- Cushion Club: HM has been in discussion with RJ about an outdoor screening and is intending the first indoor event on Friday 25th June.
- Bingo: GL will confirm with the organisers whether or not they will be restarting the Bingo.
- Flower Show August 7th: VH reported that two judges have been confirmed and she awaits the third. Schedule to be kept the same, but we need to find a printer. CS will ask RJ if he has the original on file. The poster was approved and will be put in the Three Parishes. **Agreed that VH will compile a list of jobs that need volunteers for HM to circulate and members to sign up to. HM to contact other village organisations about having a stall.**

12. Options and Feasibility Report

- Sub Committee Membership: **Agreed that LF and CMJ be members of the sub committee**
- Sub Committee Report: GB reported that the committee had met twice and drafted a Sub Committee Brief for the approval of the Committee. LF clarified that 'surrounds' meant the surrounding villages. HM queried the necessity for bullet point 2 as the Committee had previously accepted that there were four, possibly six options, but there does need a definite appraisal of them. CS responded that they had not been agreed as such. She asked that it is made clear in bullet point 3 that the full committee will make a decision as a result of the findings. She further queried whether bullet point 4 should be the subcommittee's responsibility rather than the whole Committee's. GB responded that they intended to suggest ways in which this could be done and submit this to the full committee. After discussion it was **Agreed that suggested changes would be made and sent to HM for circulation and approval**. The next step will be to draw up an outline for the project.

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It will feature as an agenda item at each meeting without reference to the Options and Feasibility Report.

13. Any Other Business

- HM asked that the round tables be booked for the Open Gardens
- **Agreed that HM sign the unsigned Minutes pp Chair**
- GB will ask the Community Fridge to check the website for bookings on the days they operate.

14. Date of Next Meeting

AGM Wednesday, 9th June at 7.30pm followed by a Committee Meeting.