

FRITWELL VILLAGE HALL COMMITTEE

Minutes of the Meeting Held on 10th August 2021 in the Village Hall

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

1. **Apologies:** Glynis Lowdon, Becky Bignell (BB) and Daniel Kimber (DK)

2. **Declarations of Interest**

None

3. **Minutes of Meetings held on 6th July 2021 and 13th July**

All were agreed and signed as a true record.

4. **Matters Arising from the Minutes**

- Community Fridge: Nothing further to report at the moment. It continues to use Village Hall tables and to sell from the car park. **CMJ will talk to Kerry** about boxes left by the bins and food waste in the green bin
- Incorporation: HM reported that TH has applied to the Charity Commission for an order to authorize the transfer of assets and contacted Jenny Loynes who will carry out the transfer. CD reported that only the new CIO appears on the Charity Commission website. **HM to check.**
- Posters: August events publicized. CMJ is working on the September poster.
- Wifi Update: CD has set up a Business account with BT, as approved at a previous meeting. An engineer will be coming within seven to fifteen days to meet with her and CS to check if there is space in the junction box for the Hall to become a gold address and so be able to receive fibre broadband. **CD to update the Committee as things happen.**
- A donation of £50 has been received for the table tennis table.

5. **Decisions taken Since Last Meeting**

- Approval of Three Parishes Report
- Approval for use of the marquees for Front Row Festival

6. **Financial Report**

- GB had presented the up-to-date accounts (see attached). HM queried the £15 entry for the Cushion Club. This was for three entry fees as identified on Izettle. Bar takings have been entered separately. The petty cash stands at £88 after cash receipts on the evening. In future HM will use Izettle to record cash transactions and inform GB of changes to the petty cash.
- Savings Account: Discussion took place about the amount to be transferred from the current account to the savings account, bearing in mind annual running costs of £7,000, possible future repairs to the existing building, the potential need to match fund grant applications and the extent to which current and future events' profits should

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contribute to it. GB proposed, CS seconded and the Committee **Approved that £25,000 be transferred to Savings Account. The money to be ringfenced for the new Village Hall.** The Fundraising Committee will discuss and report back on proposals for the future allocation of funds to the Savings Account

7. Arrangements for Easing of Covid 19 Restrictions

CS proposed that the Committee return to a pre-pandemic situation since the present conditions were no longer working, as indicated by the private party and comments about Thirsty Thursday. Lengthy discussion followed, including reference to: users of the Hall taking responsibility for themselves if precautions were removed, liability of trustees if an outbreak followed an event at the Hall, the most recent guidance from ACRE and the slippage in adherence to existing precautions among other points. **Agreed to: reopen the bar, remove the restrictions on numbers in the kitchen and toilets, remove the barriers, keep the best hygienic practices such as provision of sanitisers, provision of cleaning materials. Trustees will fulfil their responsibilities to users by retaining signage on social distancing and sanitising, the QR Code, floor markings and cleaning tables and chairs before use.** Hirers will be informed of the new arrangements, with those already booked being asked if they are willing to go ahead under these arrangements. The website will need to be updated. HM will make a record of all actions undertaken since the first lockdown to show that trustees have acted responsibly throughout the pandemic and circulate it to members for approval and inclusion on the website. GB to send HM a list of cleaning materials to be replenished on a regular basis.

8. Building and Maintenance

- Roof Repairs: DK has the materials and will carry out repairs as soon as possible.
- Electricity: Keith Nash will be carrying out the work as soon as possible, having misunderstood that it was no longer needed. **CD to check what was included in the quote.** The Committee had approved the expenditure at a previous meeting.

9. Website Report

CS reported that he had added the latest status report, CIO information, future events and carried out a mailing to interested parties. **HM will send photos and a report of the Flower Show.**

10. Recent Events

- Cushion Club: HM reported that there had been few attendees, the film had been Little Women and that she had informed members of the Forget Me Not Club. The next film will be The Secret Garden.
- Flower Show: VH and HM reported on the success of the event. There had been many entrants, a significant number of donations from residents, attendance at the fete had been high and a profit of £862 made. HM thanked the Committee for their support before, during and after the event and singled out GL in her absence for the effort she had put in.
- Bingo: nothing to report

11. Future Events

- Social Evening, 27th August 5pm-10.30pm. CMJ has volunteers for the bar. She will go to the Village Hall on Thursday to learn how to run the bar, look at round tables and A

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boards. She will discuss with GB the needs for the bar, particularly for children. The next one will be held on 24th September. learn how to transmit music.

- Coffee Morning September 1st: GL and HM to organize

12. Future of the Village Hall

- **Building:** GB has met with Stephen Brears who informed her that all the eco- friendly requirements would be very costly and not cost effective. He suggested a brick -built building. Banbury Timber Buildings representative was very enthusiastic and will be in touch with GB at the end of August. Wernick Buildings supply modular buildings and can meet all the requirements, build it off site, connect to services etc. They discussed re-siting the Hall and will be submitting plans by 1st October. Webiner suggested repairing and extending the present building and GB will send him the Building Report undertaken in 2018. The Planning Department require a pre planning application before giving advice which will cost £200. Without any definite plans this is not needed at the moment.

Timings have had to be adjusted as it is necessary to take the time to get things right so it is likely to be October before there is anything to report to the full Committee. As a CIO we will be exempt from VAT and in the meantime the members continue to visit other Halls.

- **Fundraising Committee:** smaller scale fundraising will continue until the results of reports from developers are known and it can plan for grant applications.

13. Correspondence

- Request from Aspire Dancing: the teacher has been holding classes in the school at a cost of £20 for four hours. This is no longer possible and an approach has been made to the Village Hall for the same terms. Following discussion, it was **Agreed that CMJ will see if a compromise can be reached.**
- Use of Car Park: The Committee gave permission for the car park to be used for one car on 14th-18th October at the owner's own risk
- Private Event on 21st August: Committee members are in contact with Ian Critchley about arrangements for the event. It gave permission for him to park his car to prevent access to the rear of the Hall when it is not in use to provide security for the marquee.

14. Any Other Business

- GB asked that Friends of the Village Hall be allowed to download the Izettle account to enable them to run the bar. **Agreed**
- HM expressed concern that only GB knows about stocking the bar and quantities needed, which could cause problems in her absence. GB will send HM a list of what is needed.
- VH reported that the Forget Me Not Club found it difficult to access their storage cupboard because of stocks of wine and the filing cabinet. Steps will be taken to make sure it will not happen again.
- CD asked that the Committee returns to less frequent meetings. It was decided to retain monthly meetings while so much is happening and to prevent too many decisions being made by email.

15. Date of Next Meetings

Tuesday, 7th September at 8pm in the Village Hall

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