

FRITWELL VILLAGE HALL COMMITTEE

Minutes of the Meeting Held on 7th September 2021 in the Village Hall

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

1. Apologies: Colin Smith (CS) and Daniel Kimber (DK)

2. Declarations of Interest

None

3. Minutes of Meetings held on 10th August 2021

Agreed and signed as a true record.

4. Matters Arising from the Minutes

- Community Fridge: Nothing further has happened and there were boxes there yesterday. **CMJ will text Kerry and mention the possibility of them getting their own blue bin**
- Charity Number: HM reported that the old number is still active.
- Aspire Dancing: are no longer interested in hiring the Hall.
- Bar Procedures: GB has sent a minimum list of supplies. They are bought at Tesco, although GB is investigating an account at Majestic again. Payment is made by debit card in the Possession of GL who can give it for other members to use when necessary. HM will draw up a list of procedures for stocking the bar for inclusion in the master file.
- Wifi Update: CS had sent a report that broadband and guest WiFi is operating on a temporary install which needs to be moved and made permanent out of reach of children. This can be together with the boxes (WiFi and 4G boosters). It can be accessed through bt_guest_wifi and the username is villagehallguestwifi.

5. Decisions taken Since Last Meeting

- Approval of revised estimate for Incorporation fees
- Approval for use by Community Fridge during Front Row Festival

6. Resignation of Trustee

Becky Bignell has resigned and did not wish to take up the offer of a changed day for meetings. She is very busy and can't give the necessary time. GL will replace her as a bank signatory. After discussion it was decided that, there being no immediate need to appoint a replacement, it was agreed that nothing be done until the completion of the conversion to a CIO.

7. Financial Report

- GB had presented the up-to-date accounts (see attached). Payments still to be made are for CIO, to DK for materials, electricity to the shed and other running expenses. There were no questions.

Fritwell Village Hall, Fewcott Road, Fritwell, OX27 7QA

Website: www.fritwellvillagehall.co.uk

- GL queried the invoice for the PRS licence which has not been received. **HM to check the master file for latest copy and follow it up.** The only copy of the Premises licence in the Hall is dated 2005. **HM to follow up**

8. Revised Documents for Post Covid 19 Restrictions

- Draft Risk Assessment: The Government recommendation is for the continuation of a Risk Assessment and has provided key guidelines. HM has drafted a simplified assessment which could cover all events and use by hirers and the Committee. CMJ did not want discussion on the content but will make amendments herself. These will include clarification of actions users of the Hall need to take. The revised document will be circulated approval by the Committee. **Agreed: that there be one risk assessment for all users of the Hall.**
- Revised Hirers List: **Agreed: that the revised list be approved.** Discussion then focused on the consequences for hirers who do not comply with the list and the possible loss of deposit. The previous rota system for checking the Hall after use had not worked particularly well. In fact only one deposit paid as CD had not been asking for one from local organisations or residents. **Agreed: that CMJ will look at the Terms and Conditions of Hire with a view to amending that part relating to deposits at the next meeting.**
- Actions taken by the Committee since March 2020: HM had collated the actions the Committee had taken to keep the Village Hall free from the spread of Covid 19. HM will amend the September action as the content of the Risk Assessment was not discussed or approved.

9. Building and Maintenance

- Roof Repairs: DK has repaired the roof with cement material and will return to paint it with a rubber solution and remove the moss.
- Hot Tap in Kitchen: CD will contact Paul Miles to replace the faulty tap.
- Electricity: The estimate contains all that is expected and he will be asked to look at the dimmer switches which are faulty.

10. Recent New Events

- Social Evening: there had been a good turn-out of different people, over £200 taken at the bar and Pete Foley is happy to continue running the bar. The timings worked well, although it was quiet to start with. CMJ will distribute fliers to residents in new dwellings. CMJ is unable to be present on 24th September when it will be all indoors, HM can be the Committee member present for the bar.
- Coffee Morning: a slow start, but worth continuing to run weekly for the time being. Musical Minis means a tight turn round, GB to help set up. Coffee and biscuit costs £1.50. Perhaps need to rethink individual posters and publicity.

11. Future of the Village Hall

- Building Committee Report: There have been no meetings but GB has been following up with developers. Wernick Buildings will be responding within three weeks. Banbury Timber Buildings are full of ideas, have drawings, want to see the A frame, and have looked at what we have. It is likely to be cheaper to put it on a new footprint and use the A frame for the outdoor space. Everything is achievable within our budget. There has been no response from Stephen Brear so he will not be used and GB will be contacting

Fritwell Village Hall, Fewcott Road, Fritwell, OX27 7QA

Website: www.fritwellvillagehall.co.uk

someone from Tessa Hall's list. Webiner have seen the building survey but would need a full structural survey to determine whether the existing hall has the capacity for an extension.

12. Any Other Business

- Website: CJM itemized the new entries as supplied by CS, which members had been asked to note before the meeting. There has been a problem with signing on to the mailing list. CS has been informed and the problem passes to Rob Jones for action Facebook postings are up by 100%.
- Bar: **Agreed that the price of draft ale be raised to £3.50 from 16th September.** GB stocks up on small Prosecco when they are on offer as there is little profit on them. To meet recent requests chocolate- based snacks will be provided along with a half-bottle of vodka as a trial. It was unlikely that there would be any spare beer if the Front Row Festival ran out.
- HM reported that the Cushion Club had been poorly attended again.
- CD reported that she had offered to do teas for the Craft Fair on 25th September throughout the event for Hall funds. HM can help. She is meeting with Mandy Fox about the possibility of a Christmas Fair for Village Hall funds.

13. Date of Next Meeting

Tuesday, 5th October at 8pm in the Village Hall