

## FRITWELL VILLAGE HALL COMMITTEE

### Minutes of the Meeting Held on 5<sup>th</sup> October 2021 in the Village Hall

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

1. **Apologies:** None

2. **Declarations of Interest** None

3. **Wifi Update and Electricity**

CMJ changed the order of the agenda to enable a report from Alistair on the work undertaken by Kevin Arnold as follows: The router and an extra telephone point has been put in the kitchen with a booster in the main Hall; existing three pin plugs have been changed to 13amp plugs; a burnt 13 amp plug near the amplifier has been changed. The main switch for the projector is a light switch, which it shouldn't be. An invoice for parts was given to the Treasurer but no further charge will be made for the work. The output of the wifi is very low because the Hall is on broadband and not fibreoptic.

**Action: CD to check with BT that the Hall is next on the list for updating to fibreoptic.** A phone number came with the system but is not to be used.

Thanks were expressed to Alistair Lowdon. **Action: HM to send a formal letter of thanks to Kevin.**

4. **Minutes of Meetings held on 7<sup>th</sup> September 2021**

- HM had not received a majority in favour of amending the Minutes as CS had suggested. She proposed that in future any issues arising from the Minutes, such as typographical errors or inaccuracies, be raised at the next meeting under the Item Minutes of Previous Meeting. Any corrections necessary will be made before the Minutes are approved and signed. Clarification of any item in the Minutes by any member who was not present could be raised under Matters Arising from the Minutes. LF added that papers are sent for discussion at a meeting, rather than the subject of emails. **The Proposal was agreed unanimously.**
- With the alteration of the initials GL to GB in Items 3 and 7, and a correction under Item 12, Bar of J20 to small Prosecco, the Minutes were agreed as a true record.

5. **Matters Arising from the Minutes**

- Clarification of Minute Item 12. Website: CS reported that the problem with signing in to the mailing list from the website was specific to CMJ and the Cushion Club subscription list only because she had been removed from the list when she went to the USA. Rob Jones and CS can't offer any further advice so CS is investigating further. Any new members signing up to the mailing lists (FVH or Cushion Club) can do so as normal.
- Community Fridge: CMJ reported that the Fridge would like to operate from inside the Hall on Wednesdays from 3.45-5.15 when the days get shorter, and hold an event on Christmas Eve. Following discussion, it was **Agreed that a booking form be completed as normal and that the usual fees be paid.**
- Licences: HM has investigated the PPLPRS Licence and Premises Licence. The former had been out of date since January but has now been renewed at a discounted price and

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the latter is due for renewal in November. All invoices will in future go to GB as Treasurer.

## 6. Decisions taken Since Last Meeting

- Approval of revised Covid 19 Risk Assessment
- Approval of October events Poster
- Approval of Three Parishes article

## 7. Financial Report

- GB presented the up-to-date accounts (see attached with explanatory notes). There were no questions. Payments still to be made are for CIO, roof repairs, electricity to the shed and licences. There were no questions.
- GB now has all regular payments on direct debit for payments to be made through the bank account. Izettle is working well, although there have been occasional mistakes which she has been able to trace and explain.

## 8. Review of Terms and Conditions for Hirers List

- CMJ had looked at the Terms and Conditions and no significant changes are needed. The recent incident relating to the male toilets had highlighted potential problems if the Hall is not left in a clean and tidy state. Discussion followed on the need for deposits for villagers, the withholding of deposits and the request for a further fee if necessary. CD proposed and it was **Agreed that villagers do not need to pay a deposit, the Hirers List will be amended and sent out with the acknowledgement of the booking form, along with the Terms and Conditions. Hirers are advised to go to the website for all the necessary information.**
- CD and CS will meet to streamline the booking page of the website. HM suggested moving the documents that Hirers need to above the submit button so that they can't be missed.

## 9. Building and Maintenance

- Roof Repairs: DK has yet to return to coat the roof with the rubber solution and remove the moss.
- Electricity to the Shed: has been completed by Keith Nash. The dimmer lights and entrance lights need the bulbs replacing with the correct type. He indicated that work needs to be done to bring the system in the Hall up to date. The last inspection was undertaken in 2017 when David Williamson was the Chair so it will need to be carried out again. **Action: CS to find out who did it before and ask them to return.**

## 10. Future Events and Bar

- Procedures for Bar were approved and a copy will be placed in the master file.
- Christmas Quiz: CD and GB have been discussing this. GB reported that if it is run on the usual lines, without limiting numbers, then David Barnhill (DB) would not be happy to be in charge, in view of the rising numbers of Covid infections. It had been agreed that the Hall would be open as normal and it would be the responsibility of the individual attending to decide whether or not to participate. DB could be asked to devise a quiz for others to run. **Agreed that the event go ahead as normal on 16<sup>th</sup> December and review it nearer the time in the light of the national situation.** Meanwhile GB will discuss the

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decision with DB and find out what he would be willing to do.

- Carol Singing in Conjunction with St Olave's Church: following discussion it was **Agreed that further information was needed but the booking fee could be waived in return for 50% of takings from refreshments go toward Village Hall funds. HM will report back to the PCC.**
- Christmas Day Bar Opening: This will be discussed at a later date when members are clearer about their commitments.

## 11. Future of the Village Hall

GB has spent time pushing for the receipt of quotes from those already approached. As a replacement for Stephen Brear, she has contacted G. Walker Associated Architects and is meeting with a representative on Friday. There would be a fee for any drawings, which will be discussed at the meeting. **Agreed to defer undertaking the full structural survey requested by Webiner.** Once quotes have been received visits to other Halls can be made and a further Committee Meeting arranged.

## 12. Any Other Business

- Izettle: CMJ has investigated refurbished iPad for use with Izettle so that personal phones do not have to be used. **Agreed that a refurbished iPad be purchased**
- HM reported on the Cushion Club and Coffee Morning, both of which are running smoothly. The latter will continue throughout October and then be reviewed.
- Website and Social Media: reports had been submitted, there were no questions.
- Incorporation: TH has received the Order from the Charity Commission authorizing the transfer of assets. She will now prepare the legal document. **Action: HM to give a copy of the registration document to GB for the bank**
- CMJ suggested that, in the case of any future proposed development in the village, local organisations get together in good time to discuss where Section 106 money could be directed.
- Time of meetings: **Agreed to keep it at 8.00pm**

## 13. Date of Next Meeting

**Tuesday, 9<sup>th</sup> November at 8pm in the Village Hall**