

## FRITWELL VILLAGE HALL COMMITTEE

### Minutes of the Meeting Held on 9<sup>th</sup> November 2021 in the Village Hall

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

1. **Apologies:** Vivienne Harding (VH)

2. **Declarations of Interest** None

3. **Minutes of Meeting held on 5<sup>th</sup> October 2021**

Were approved and signed as a true record

4. **Matters Arising from the Minutes**

- Clarification of Any Minute Item: None necessary.
- Wi-Fi Update: CS had investigated why we were not receiving 30mgb per second as was expected by the installer and was told that the only guarantee was for 6.9mgb per second. We could upgrade to 27mgb at a cost of £40.25 per month. The options were to stay with the present contract which is not acceptable or upgrade at the increased cost. Following discussion, it was **Agreed by a majority of 4 to 3: that CS try to negotiate with BT for an upgrade at a price of no more than £40 per month.** CD will forward the original emails to CS.
- Booking Page on Website: All is now in order. CD has provided her mobile number rather than landline. In response to a query by HM, CD and GB reported that monthly checks are carried out to ensure that all bookings have been paid for.
- Purchase of Tablet: completed at a cost of £149 and is now in use successfully after a few teething problems. **Agreed that all users charge it when in use.**

5. **Decisions taken Since Last Meeting**

- To employ Richard Walker to put together a set of drawings and submit a planning application for a new Village Hall on behalf of the Committee at a cost of £730 plus VAT with other sundry expenses including site visits at a cost of £150
- To sponsor a page of the Three Parishes Calendar at a cost of £25
- Approval of November Events Poster

6. **Financial Report**

- GB presented the up-to-date accounts (see attached with explanatory notes). GB is following up PPRS to set up a direct debit, cleaning includes the deep clean, licences include Community First, Cushion Club and TV licence. The latter is due for renewal next summer and will be reviewed in view of the lack of use of TV since obtaining the licence.
- CIO Bank Account: despite previous assurances to the contrary, the bank has now informed GB that we need to open new current and savings accounts for the CIO. GB has put this in place, the signatories being CMJ, GL, GB and CD, and she has ordered a second debit card. Identification documents for CMJ, GB and CD need to be taken to the bank. Once the CIO is active then transfers will be made from the existing account to the new

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Website: [www.fritwellvillagehall.co.uk](http://www.fritwellvillagehall.co.uk)

account.

## 7. Incorporation

- Update on Vesting Document: CS had expressed concerns about the meaning of the document and the risks that he might be signing up to. CMJ had asked HM to contact TH for responses to these concerns and to compile a document outlining the timeline of Incorporation. TH had responded and CS was satisfied that his concerns had been addressed
- Process of Incorporation: HM had compiled the requested document, sent it to TH for amendments and circulated it to members. It includes information from TH about the Vesting Document. Since members had not had time to read it, it will be approved or otherwise at the next meeting.

## 8. Building and Maintenance

- Lighting: Dimmer switches and bulbs are now working and the bulb in the porch has been replaced.
- Electrical Inspection: The report had only been received the previous day and gave an “Unsatisfactory” finding. **Agreed: that HM contact the electrician to correct those items classed as F1 and C2 and issue a satisfactory report.**
- Security: GL had expressed concern that several people were in possession of the key safe code, particularly those helping with the Community Fridge, which was a security risk. **Agreed that the code be changed in early January 2022, then every four months.** CMJ expressed concern about the security of the louvered window, which is the original and does not close securely. This may invalidate the insurance. **Agreed that GB will get a quote to repair or replace the window.**

## 9. Future Events and Bar

- Christmas Quiz: GB reported that DB had written a quiz and was prepared to run the evening but he was unhappy with the provision of the shared food and would ask that the Hall be well ventilated. Discussion followed, including points as follows: the Committee decision that the Hall should return to normal with responsibility for personal safety being on the attendees, the compromise of each team providing its own food and keeping it to its own table, and the pros and cons of having the main doors open throughout. GB proposed that the quiz be run with a well-ventilated Hall which included the open front and Hall doors and louvered window. The proposal was voted upon and defeated by a majority of 4 to 3. **Agreed, therefore, that the quiz be run without the necessity to open doors.** DB will not now be present but he will send the quiz and information about the between-round activities nearer the time.
- Carol Singing in Conjunction with St Olave’s Church: The bar will be open and mulled wine and mince pies will be provided.
- Christmas Day Bar Opening: The Wheelers have agreed to run the bar, CMJ will attend as the necessary Committee member.
- Craft Fair: this is a private booking, with no connection to the Village Hall

## 10. Future of the Village Hall

GB reported on the recent Sub Committee meeting which had scrutinized the information given by Warwick Modular Buildings, requested and received modifications and revised costs. It is an ugly building but with cladding would be more acceptable. The increased cost would be

just within the budget. Banbury Buildings are almost ready to provide drawings but still need to see the A frame. GB and CD are going to cost the drawings provided by G Walker Associates as none were supplied, but contractors were suggested. By the end of November, the Committee should have three sets of plans and quotes to scrutinise, decide upon and bring to the full Committee.

## 11. Any Other Business

- CD suggested holding a Cheese and Wine Evening with a talk by Alex Steer on the history of Fritwell. **Agreed to hold it in January and discuss details later.**
- HM reported on the request at the Coffee Morning for free second cups.
- Clock: **Agreed that GB buy a clock for the Hall**
- CD to provide small Christmas Tree. Lights will decorate the Hall at Christmas

**12. Date of Next Meeting: Tuesday, 7<sup>th</sup> December 2021 at 8.00pm in the Village Hall.**