

## FRITWELL VILLAGE HALL COMMITTEE

### Minutes of the Meeting Held on 7<sup>th</sup> December 2021 in the Village Hall

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

1. **Apologies:** Colin Smith (CS)
2. **Declarations of Interest** None
3. **Minutes of Meeting held on 9<sup>th</sup> November 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 and the upgrade to Superfast on a two -year contract, plus the £7 for Wfi, would be over the £40 limit as agreed at the last meeting. On that basis we should continue with the two year Business Broadband service we have at present. There have been no complaints, the Hall has what it needs and we have improved the facilities.
  - Incorporation: The Vesting Document has been slightly amended by Jenny Loynes and we await its return by her for signature. TH will chase this up. **Members Approved the Process of Incorporation document compiled by HM**
5. **Decisions taken Since Last Meeting**
  - To collect personal details of those attending Live music Night for Track and trace purposes.
  - Approval of December Events Poster
6. **Financial Report**
  - GB presented the up-to-date accounts (see attached with explanatory notes). She drew attention to the following: she has reduced the amount held in petty cash; booking fees are up on 2019; to date the profit has been £7,200, so we have needed the grants but we have also incurred a lot of capital expense.
  - Discussion followed on whether or not to transfer an amount from the Cheque Account to the Savings Account. **Agreed that £15,000 be transferred to the Savings Account at the end of the year when the CIO comes into effect.**
  - CIO Bank Account: the application to open a new account has been delayed because proposed signatories had to agree with the CIO signatories. The process has been restarted, with all documents being sent to GB who will scan the necessary signatures and add them to the forms.
7. **Building and Maintenance.**
  - Electrical Inspection: Work has been undertaken on items classed as F1 and C2 and t

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report is due. **Agreed: that HM will follow up the report.**

- Front window: A glazier is coming to the Hall on 13th December to give a quote for repair or replacing. He will be asked to check the fittings of kitchen windows at the same time.

## 8. Covid Situation and Review of Procedures

- In the light of the national concern on the Covid Omicron variant, discussion focused on the Risk Assessment and ACRE guidance of September 2021 which is still operative. After suggestions about reverting to single occupancy of ladies' toilets, the need for Covid passes and the fact that there will be a further Government statement on 16<sup>th</sup> December it was **Agreed that, overall, the Risk Assessment does not need amending until there are further Governmental guidelines.**
- Ventilation: The Risk Assessment mentions ventilation and the matter was discussed and voted upon in relation to the Christmas Quiz at the last meeting. CMJ had reconsidered, thought the decision had been too subjective and that it was a matter of keeping the balance between the temperature and air flow and comfort of those using the Hall. She had therefore bought and installed a CO2 monitor as a means of measuring the atmosphere in the Hall. A suitable compromise was **Agreed that the procedure should be as follows: ventilate the Hall 5 minutes before the event, keep open the outer doors but close the inner doors throughout the event, keep open the louvre and kitchen windows throughout the event, monitor the CO2 levels and if it goes above 1000 open the inner doors and watch that it goes down, ventilate for ten minutes following the event.** This will be trialled at Thirsty Thursday, with inner doors being opened during breaks between rounds. It will be the Hirers' responsibility to undertake their own ventilation precautions.

## 9. Future Events and Bar

- Christmas Quiz and Ventilation: Despite the majority decision on ventilation at the last meeting, the above procedures will be followed at the Quiz. The risks around shared food will be eliminated by each team bringing and sharing their own food, with members having personal responsibility for their safety and the availability of hand sanitisers. GB will buy crackers and prizes. Setting up the Hall from 4pm that afternoon.
- Social Evening Review: this will continue in the New Year with the start time changing to 7.30pm. GL suggested contacting food outlets as a means of attracting more people. Agreed that GL ask her daughter to investigate the willingness of caterers to attend on the understanding that there may not be many customers. **Agreed that there be a rota for the bar.**
- Proposed Table Tennis Club: this is an initiative by two residents who want to provide a sports event every other Monday and attract new people to the Hall. Discussion included financial incentives, logistics of opening the bar or other means of providing drinks, running it as a Friends event for the benefit of the Committee and Hall, the advantage of providing sport when allocating Section 106 money from future developments. **Agreed that the proposed Club run as a Village Hall event for 3 months, after which it would be reviewed. The bar will not open to begin with.**
- History Evening: CD has organized this for 11<sup>th</sup> February, tickets at £7 to include a glass of wine and cheese. GB had concerns that this would make a profit and asked that it had been costed properly so as not to be run at a loss. CD confirmed that it would not run at a loss.

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## 10. Future of the Village Hall

GB is now in receipt of three sets of plans, two with approximate cost, which she had been going to share with the sub-committee. However, since this comprises a majority of the full Committee it could mean that whatever decision it arrived at by the sub-committee would stand, regardless of any comments from other members. **Agreed that the full Committee meets to look at the plans on Monday 13th December at 7pm in the Village Hall.** No costings will be undertaken until a decision has been made. Decisions on informing residents will be made at a later date.

## 11. Any Other Business

- GB will replace the new clock which is faulty.

**12. Date of Next Meeting: Tuesday, 11<sup>th</sup> January 2022 at 8.00pm in the Annexe, The Lane, Fritwell.**