

FRITWELL VILLAGE HALL CHARTITABLE INCORPORATED ORGANISATION

Minutes of the Meeting Of the Trustees Held on 11th January 2022 in the Village Hall

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

1. **Apologies:** Glynis Lowdon (GL) and Vivienne Harding (VH))
2. **Declarations of Interest** None
3. **Minutes of Committee Meeting held on 7th December 2021**
Were approved and signed as a true record
4. **Matters Arising from the Minutes**
 - Electrical work had been undertaken, HM to follow up the Report
 - Louvre window, person due to inspect it for repairs cancelled because he had Covid.
5. **Fritwell Village Hall CIO**
 - The CIO is now in operation.
 - HM proposed and GB seconded that Cass Miller Jones (CMJ) and Libby Furness (LF) be appointed trustees of the CIO. Both expressed their agreement to do so for the term of 3years. **Agreed: that CMJ and GB LF be appointed trustees of the CIO.**
 - Appointment of Officers: **Agreed: that CMJ continue to act as Chair, GB as Treasurer and HM as Secretary.**
 - **Bank Accounts and Balances:** all in place and transfers from the old charity took place on 31st December 2022. GB will need evidence of CMJ appointment as a trustee before she can be added as a signatory to the accounts.
 - **Other Administrative Items:** the website will need to be updated with the new title and charity number. HM has completed the required details for the Charity Commission, including the annual return for the first financial year from 20th May to December 2021. Guidance is that trustees should review internal financial controls annually. **Agreed: HM to circulate checklist for discussion at the next meeting.** The CIO has the required policies but they need to be reviewed. **Agreed: to review all policies at the next meeting.**
6. **Future Events and Covid**

There have been no further Governmental restrictions, Plan B continues and the Omicron variant is widespread. Finding a balance between the need for sufficient ventilation and the comfort of attendees remains, as does the question of whether or not reduced numbers make an event viable and worth the effort needed from trustees who run the events. Following discussion, it was **Agreed that present conditions will remain, with through ventilation, air condition being monitored and the opening of internal doors being managed during an event. Lateral Flow Tests will not be compulsory.** Trial Quiz to be held on 20th January. DB will be asked if he would run the quiz under these conditions, if not, others can read out the questions

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

Website: www.fritwellvillagehall.co.uk

Coffee Morning will restart on 12th January. CD will contact IC about the Table Tennis Club. CMJ will do a revised January poster. Discussion followed on who would carry out and pay for the deep clean if an attendee at a non-Village Hall event tests positive for Covid. **Agreed to deal with that if or when the situation arises.**

7. Future of the Village Hall

- **Discussion of Plans:** GB clarified that all three sets of plans provided an extra 10sq.m plus of extra space and can be added to at a future date. The original allowance of £200,000 had put a constraint on more visionary plans. Other points made included the need to get on with it, the need for a phased situation, i.e., demolition and construction and the requirements of the pre-planning process. For the latter, consideration should be given to materials, sustainability, eco friendliness. Discussion centred on the internal layouts during which it was agreed that the lack of Meeting Room space in the Walker Graham plans did not mean they should be discounted as other Village Hall Committees had indicated that they were rarely used. DK suggested that the Walker Graham plans could be done in two phases, with phase two being an extension along the garden facing side. He would sketch his ideas on the plans for GB to take back to the architect. It was pointed out that payment to Walker Graham included a pre planning application. Discussion on materials included the advantages of block t became apparent that, on balance, this was the preferred option.
- **Decisions made on the Way Forward** The following decisions were agreed:
 - ◆ **Trustees would go forward with Walker Graham's plans with suggested amendments to the existing internal layout, including moving the kitchen to the garden side and removing plans for a separate bar**
 - ◆ **The development would now be in three, rather than two, phases. Phase 1 would be the amended plans, Phase 2 would be the proposed extension which could include a separate bar and a divisible extra Hall area, Phase 3 would be out door development.**
 - ◆ **Materials would be timber framed with block and render. This will be quicker to build and meet the needs of weatherproofing, heat retention, ease of maintenance and aesthetics in relation to neighbouring dwellings.**
 - ◆ **GB will contact the architects to discuss amendments to the plans, preplanning application, prebuild survey, demolition of the existing building and an update of his fees.**
 - ◆ **CD will speak with Parish Councillor Jon Boyce about the extent to which the Council will support the project financially and raise it at the meeting on Monday 17th January. She will also pursue her stated other means of raising substantial funds (as much as £1 million was mentioned).**
 - ◆ **The next stages will be undertaken by the Trustees as a full body rather than by the previous sub committee and the load will be shared, e.g GB liaising with architect, CD with the Parish Council, another trustee on the demolition**
 - ◆ **Caroline Westall, who has offered to help with a just giving page and applying for grants, will be invited to the next fund-raising committee meeting. Trustees need to be sure of what the planning requirements are and what is actually needed before grants can be applied for.**

8. Any Other Business

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- CD raised the possibility of organizing a community event to celebrate the Platinum Jubilee. HM will find out if the Parish Council has any plans and other groups may want to be involved.
- Fire door to car park: the spring is broken. CD to ask Bob Gray and if he can't do it Mike Ling will be asked. CMJ will place a notice informing users to use the other fire exit.

9. Next Meeting: Tuesday 8th February 2022 at 8pm in the Village Hall