

FRITWELL VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

Minutes of the Meeting of the Trustees Held on 15th February 2022 in the Village Hall

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

1. **Apologies:** Glynis Lowdon (GL) and Daniel Kimber (DK)

2. **Declarations of Interest** None

3. Minutes of Committee Meeting held on 11th January 2022

With the alteration of GB to LF in item 5, bullet point 2, the Minutes were approved and signed as a true record

4. Matters Arising from the Minutes

- CIO: HM reported that the two charities were now merged, and the CIO registered on 3rd February. Jenny Loynes has applied to the Land Registry to register the ownership of the land to the CIO.
- Future Events and Covid: Return to Plan A by the government has meant a relaxation of restrictions. This will be reviewed on 21st February so present measures will continue until then. If this is confirmed there will be a return to pre-Covid measures while keeping the good practice of cleaning surfaces before an event and having hand sanitizer available. Signs etc. will be removed, risk assessment removed from noticeboard and website, along with the need for sanitizing of chairs.
- Platinum Jubilee: After discussion it was **Agreed that FVH would host a bring-your-own picnic in the grounds, with activities in the Hall, to coincide with the Jubilee Big Lunch.** GB has ordered the pack. Details will be decided later but publicity will begin shortly via the Facebook page and monthly poster.

5. Financial Report

- End of year accounts for 2020-2021 were presented by GB. In response to questions, she explained that cost of sales was for costs incurred in running the bar and capital expenditure of £149 was for the tablet. GB proposed, seconded by HM and it was **Agreed that the accounts be accepted.** GB reported that to tighten up on Income and Receipts she is intending to keep accounts for each event and that the situation re tax on fundraising needs clarifying. **GB to follow up.**
- Internal Financial Controls: Trustees went through the checklist, noting that the checklist was intended for charities of all sizes, and therefore some sections and questions were not applicable to the FVHCIO. Also, that a "No" response did not necessarily mean a problem but means that the risk has been considered and deemed too small, and any potential loss is acceptable. Legal Requirements yet to be addressed are a reserves policy and the appointment of an independent auditor or examiner. HM to draft the former and contact Charlotte Robson about the latter. Other checks will be put in place as soon as CMJ is approved as a signatory on the accounts.
- Grants: £2667 received from Cherwell Omicron grant. CMJ had met with Caroline Westall who suggested pushing for more people to go to the website, perhaps by asking the Parish Council if trustees could contact people on the PC mailing list. CD reported that

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

Website: www.fritwellvillagehall.co.uk

Councillor Boyce had suggested the wording of a letter to the Council asking permission to do this and formally ask for a grant. After discussion it was **Agreed that HM draft a letter requesting a grant for architect's fee for approval by the Trustees and to send it in time for consideration at the next Parish Council Meeting.** The question of email addresses will be left till a later date.

6. Buildings and Maintenance

- Electrical Inspection Report is on its way.
- Louvre Window and Fire Door: **Agreed that Bob McGarry make the window secure and repair the crash bar on the Fire Door at a cost of £250.**
- Recycling Bins: In response to a letter from the Business Waste Team at Cherwell D.C. it was **Agreed that HM order a 360l blue bin and register the CIO for removal of garden waste.** It was noted that there remains a problem with the blue bin being full of waste from the Community Fridge to the extent that there is no room for VH waste.
- Cleaning: As a result of an increase in bookings and VH events there is a need for extra cleaning. On at least two occasions the state of the Hall has been unacceptable. The cleaner had changed her time from Friday to Thursday mornings without consultation. CD reported that Mandy Fox would be prepared to clean on Tuesday mornings. After discussion it was **Agreed that our existing cleaners be asked to do an extra session on a Monday morning to clean the floor and toilets and revert to Friday mornings for a two-hour session.** This will obviously incur extra cost.

7. Review of Policies

- **Agreed that trustees read the policies and send any comments to HM who will redraft where necessary ready for approval at the next meeting. When this is completed, they will be added to the governance page of the website. Actions taken in response to Covid, and Incorporation Timeline will also be added to the website.**

8. New Village Hall

- Update on Actions Agreed at the last Meeting: DK had provided updated drawings which had been sent to the architect. Richard Walker is hoping to get revised drawings to GB later in the week. LF has been researching demolition firms and will follow this up further.
- Immediate Future Actions: Trustees to approve revised drawings and Richard Walker to be asked to put in a pre-planning application.

9. Any Other Business

- CMJ will use the up-to-date calendar for the poster and mention the Jubilee Picnic.
- LF has amended the New to Fritwell leaflet. Chrissy Strugnell has agreed to print them at work.
- History Talk made a profit of £325, and the bar took £160. Plans for further talks are in place the first being Riding the Rocket, a talk by Ian Critchley on his work related to Concorde. **Agreed: that such events be spaced out.**

10. Next Meeting: Tuesday, 15th March at 8pm in the Village Hall

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