

FRITWELL VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

Minutes of the Meeting of the Trustees held on 26th April at 8pm in the Village Hall

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

1. **Apologies:** Daniel Kimber (DK)

2. **Minutes of the Meeting Held on 15th March 2022**

The Minutes were approved and signed as a true record,

3. **Matters Arising from the Minutes not Covered by the Agenda**

- **News Item on new Village Hall:** This had been completed and put on the website. The Chair of the Parish Council has emailed to invite the trustees to attend the forthcoming APM on 16th May to give those present an update on the situation. **Agreed that CMJ would attend and HM would inform the Chair to this effect.**
- **Policies:** all are now available on the Governance page of the website and noticeboards as applicable. The Booking Form has also been amended.
- **Community Fridge:** CMJ has spoken with KM about the cleanliness of the tables, Hall and toilets. Use of the kitchen was not discussed but, in the interests of good will and cooperation, it was **Agreed that present arrangements continue for the time being and the situation be monitored.**
- **New to Fritwell Leaflet:** HM to contact Chrissy Strugnell to determine whether she will print them.
- **Meeting with Architect re Revised Plans:** GB has arranged a meeting and trustees opted for it to be held on 25th May at 7pm, venue to be decided when the flooring situation has been determined. It will be free of charge. Trustees will want to know why suggested changes to the original plans were deemed to be unsuitable and come away from the meeting with plans that can be taken to the pre-planning stage. **GB to send copies of both original and DK's revised plans to trustees before the meeting.**
- **Use of Bingo Cupboard:** Following discussion it was **Agreed that use of the cupboard be shared with the Zumba group, a new padlock will be bought and keys provided for each party.**

4. **Decisions Taken since the Last Meeting**

These included the floor covering, closure of the Hall, the Letter to the Table Tennis Club and the garage storage for the Mums and Babies Group. HM could find no trace of agreement on the date of the next Talk by Jon Boyce but it had been set for 10th June.

5. **Governance**

- **Resignation of and Vacancy for a Trustee:** LF has resigned as a trustee, which leaves a vacancy. Discussion centred on the need for someone with the skills necessary to take forward the new Hall project, as well as someone with the necessary time and commitment. **Agreed: that CMJ would mention it at the APM, trustees would meet with the Architect and then decide what to do. It will be an agenda item at the next meeting.** HM mentioned

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

Website: www.fritwellvillagehall.co.uk

that there is also a vacancy that has been historically available for a Parish Councillor as a full working trustee but it is unlikely that existing or co-opted Councillors would be able to find the time.

- **Conduct of Business Between Meetings:** Following a discussion about the number of emails, sometimes dealing with non-urgent matters, and actions taken without reference to other trustees, it was **Agreed that communication on matters other than those that are deemed to be urgent should be kept to a minimum and business should be undertaken, as far as possible, at meetings only.** This procedure had been decided some time ago but there has been a gradual slippage and there is a need for clarity.
- **Update on Terms and Conditions of Hire:** These have been amended to accommodate the requirements of the new Safeguarding Policy. HM queried the sentence referring to the checking of the Hall after a hiring by an officer of the Village Hall. Following discussion, it was **Agreed that this was impractical but trustees could make informal checks as and when they were able to do so.**

6. Financial Report

- **Balances to date:** GB presented the accounts to 31st March 2022. She pointed out that trustees need to be aware that without the CDC Covid grant the CIO would barely be breaking even. This is due to rising energy and other costs as well as a decrease in income, particularly from Thirsty Thursday bar takings. Rectifying the situation would be discussed under other items on the agenda.
- **Tax on fundraising:** GB has been trying to follow this up but with little success. She has approached banking contacts and has now contacted Tessa Hall at Community First. She awaits a reply to her query.
- **Insurance:** This has been renewed with Aviva at the same price as previously but with a different company, as the previous policy is no longer available. The only difference between the two policies is a reduction to Hirers' liability from £5m to £1m.

7. Fees for the Hire of the Hall

In the light of the financial report on the drop in income since January, discussion took place on whether or not to raise the fees for hirers. CS pointed out that if the fees were raised by 10% it would not actually raise a significant amount of income. CD had investigated fees charged by other local Village Halls but it is very difficult to make comparisons because of the varying size and facilities offered by other Halls. There was further mention of the rising costs and that fees need to reflect this. It is some time since the last increase. Following a proposal by GB, seconded by CD, it was **Agreed that the fees be increased by 10%, i.e., to £11 for the first hour and £8.50 for each further hour, with a start date of 1st June 2022.**

8. Health and Safety

- **Accident:** CMJ reported the injury to a hirer when the cover of one of the lights fell on her. Investigation had determined that an electrician had previously fitted the cover and that the loose cover had been noted by the Community Fridge personnel and reported to a trustee. It is unknown by or to whom the report was made. The accident book had been filled in, which is an efficient and ongoing record of accidents to individuals. At the moment there is no ongoing record of damage or malfunction of any equipment or any maintenance issue.

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

Website: www.fritwellvillagehall.co.uk

Following discussion on these matters it was **Agreed that Hirers be encouraged to report any such issue to trustees via email to info@fritwellvillagehall.co.uk** A notice to this effect will be put in the Hall and added to the booking form.

- **Health and Safety Checklist:** the last check was undertaken by DK in November 2019 so needs to be undertaken in order to alert trustees to any potential hazards. **Agreed that HM contact DK to ask him to carry out the checklist as soon as possible**

8. Buildings and Maintenance

- **Pest Control:** mice are getting in to the Hall through the gap under the door to the car park. **CD to contact the carpenter to add a strip to the door to prevent access.** There is evidence of mice in the cupboard in the kitchen containing crockery. **HM to wash the plates and clean the cupboard while in the Hall for the Coffee Morning.**
- **Recycling Bins:** New bins have not yet arrived.
- **Cleaning Equipment and Organising of Cupboards:** New equipment has arrived and now needs to be stored with ease of access for Hirers. With the Hall being closed for much of May it seems sensible to do it then, with access through the kitchen door. **Agreed that storing the equipment and cleaning and organising the cupboards to take place on Sunday 22nd May.** HM and CD are unable to take part.

9. Regular and Future Events

- **Review of Regular Events:** HM reported that Coffee Mornings are poorly attended and could be costing more in electricity than is raised. However, they do bring different people in to the Hall and those who attend enjoy them. **Agreed to continue throughout the summer and review it again in the Autumn.**

Monthly Social Nights are similar, with poor attendance but enjoyment by those who take part.

Thirsty Thursday has become less popular with a concomitant loss of income as mentioned in the financial report. GB reported that she and David had discussed this, made changes to the quizzes, asked regulars and wondered about varying the quizmasters. The suggestion of alternating the Quiz Night with a social or pub evening where people can come simply for a chat and a drink. After discussion on the way forward it was **Agreed that GB produce a flier to be given to regular attendees, ex regular attendees and others asking for an anonymous opinion on the way forward.**

- **Platinum Jubilee Picnic:** CD had previously reported that the children's entertainer was no longer available, but that Frets and Strings would provide music from 4pm. She had also arranged for a local face painter for children and asked the organiser of the Mums and Toddlers group for equipment for younger children. Following an exchange of ideas, it was **Agreed that HM and GB will coordinate the event and meet next week to make plans, CMJ will organise preliminary publicity.**
- **Talk by Jon Boyce:** the date had been set for 10th June and posters produced. Margaret Boyce will be involved with the food, HM will run the bar all evening as she is unable to help during the day, CMJ and CS will prepare the Hall. **CD to inform trustees in advance of any further help needed either in preparation or on the evening.**

10. Date of Next Meeting: Tuesday 24th May at 8pm at CD's Annexe in The Lane if the Hall is unavailable.