

FRITWELL VILLAGE HALL CHARTITABLE INCORPORATED ORGANISATION

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

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

1. **Apologies:** Cass Miller Jones (CMJ), Libby Furness (LF) and Daniel Kimber (DK)
2. **Declarations of Interest** GB reiterated her interest in the Community Fridge
3. **Minutes of Committee Meeting held on 15th February 2022**
The Minutes were approved as a true record and signed by GB in the absence of CMJ.
4. **Matters Arising from the Minutes**
 - **Future Events and Covid:** Trustees discussed the latest guidance from AGRE following the national removal of restrictions. **Agreed: to continue with cleaning of surfaces and maintaining hand sanitizers. The air monitor will be used when there are large numbers in the Hall.** Signage will now be removed and the risk assessment from the Noticeboard in the lobby.
 - **Platinum Jubilee Picnic:** The Parish Council has received notification of grants from Cherwell D.C. As it cannot apply itself, they can nominate a local organisation to apply for a grant towards a celebration. BG has received the Big Lunch Pack with ideas and templates for childrens' activities. Following discussion, **it was agreed as follows: to ask the Parish Council to nominate the CIO to apply for a grant towards the costs of a children's entertainer, expenses for children's' craft activities and publicity. CD to ask Frets and Strings if they would take part as adult entertainment and research children's entertainers.**
 - **New to Fritwell Leaflet:** CS has made the requested alterations and now awaits a response from LF.
5. **Financial Report**
 - GB presented the accounts to 28th February. The balance of £54182.14 includes £40K in the savings account. BT WiFi costs will be increasing by 7.8%, about £4.80 per month, and electricity is also costing more, due in part to increased use. In view of this and other potential rising costs it was Agreed **that Hire of Hall prices be an Agenda item at the next meeting.**
 - Tax on Fundraising: GB will continue to chase up further information.
 - Reserves Policy: with the amendment of the maximum reserves from £10K to £12K, the policy was approved
 - Grants and Emails: The application to the Parish Council has been turned down on the grounds that the Council was reluctant to give money for something that had already been paid. Councillors reiterated their support for the project of a new Hall and would consider granting a larger sum in the future. Councilors also pointed out that there had been little information for residents about the present position of the CIO and a new Hall. **Agreed:**

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that CS write a short news item (to be approved by Trustees) for the website, giving the latest information and that CMJ be asked to signpost this on the Facebook page.

CS has spoken with Caroline Westall who is now aware that the need for further subscribers to the website is not immediate. She remains very supportive and is eager to help wherever she can.

6. Buildings and Maintenance

- Louvre Window and Fire Door have been fixed and the bill paid.
- Recycling Bins: A large blue bin has been ordered and on delivery the old bins will be removed. The garden waste licence has been registered and the welcome pack received.
- Cleaning of the Hall: the present cleaner cannot undertake the work as requested so a new one is needed. Although a local resident has volunteered to fill the vacancy, in order to minimize risks, the need for further insurance and to provide accountability, it was **Agreed that a company be asked to undertake the cleaning of the Hall, and therefore quotes be received by GB from three cleaning companies.**

On occasions the Hall has been left in an unsatisfactory state of cleanliness by hirers. GB suggested one of the reasons might be that the Trustees do not make it as easy as possible to do so. This could be rectified by having all equipment in one place, having new and more efficient equipment, and sending a reminder email to hirers. After discussion it was **Agreed: that GB purchase a professional hoover, mops and sweeping equipment.** She will notify Trustees when they arrive and a date will set for clearing, sorting and labelling all cleaning equipment to the cupboard in the lobby.

CD reported on the complaint made by a hirer on the state of the floor, the toilet being unflushed and the presence of a mouse. CMJ had spoken to the complainant and offered a refund of the fee. No bank details being forthcoming, it was **Agreed that GB post a cheque through the letterbox.** Trustees were pleased that the Complaints Procedures were seen to be effective. HM suggested and it was **Agreed that a sentence be added to the policy stating that when the complaint is about the Hall the first point of contact should be the Bookings Secretary.**

Given that Regular visual checks for rodents are made, there has been no evidence of mouse droppings and there are gaps under doors where rodents can get into the Hall it was **Agreed that nothing further be done about pest control.**

- Floor: following the accident caused by water on the floor, The Flooring Company (Oxford) Ltd had inspected it and sent GL quotations for different methods of dealing with the problem caused by the high water table. The lowest quote of £1556.65 was for laying carpet tiles on the existing vinyl. The second of £2462.78 included removal of vinyl, mopping with bleach and removing mould, applying one layer of waterproof membrane and laying carpet tiles. The final quote of £3423.14 was as for the above but including a levelling compound and the fitting of wood effect vinyl flooring. This last option would mean the Hall would have to be closed for two weeks. Owing to the urgency of the matter and the difficulty and time involved in getting two further quotes, it was **Agreed that Trustees accept the final quote of £3423.14 without seeking further quotes. GB to contact the company to find out when it could be done.**
- Heater socket and Speaker: Brian Williams has repaired the heater socket broken by the falling speaker at no cost to the CIO. **CS to reconnect speaker and re-site on the pelmet.**

7. Review of Policies

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- The following policies were approved: Complaints, Health and Safety, Volunteers, Equal Opportunities.
- The Safeguarding Policy was presented and with minor changes and clarification it was approved. **HM to check that parents are present at Junior Cushion Club, CD and CS to look at and update the Hirers' Booking form and Terms of Conditions as necessary to comply with the Policy.**
- **HM to ensure necessary policies are on the noticeboards.**

8. Community Fridge

- CMJ had been approached for the CIO's reaction to the possibility of a shed in the grounds should storage at the Playing Field fall through. **Agreed: that Trustees would be prepared to accommodate this on the proviso that all necessary planning processes were followed and on the understanding that it may have to be removed to meet the requirements of a new Hal**
- Trustees continue to be completely supportive of the project but several concerns about the use of the Hall by the Community Fridge had arisen and were discussed. These included the cleanliness of the tables after use, the cleanliness of the floor after use, the possibility that the toilets had not been checked on leaving the Hall, the use of the facilities when there had been no hiring fee paid, the failure to put away mugs that had been used, use of the bins. Trustees felt there is a general lack of respect for the Hall and a feeling of being it being taken for granted. GB reported that they are no longer paying for the hiring of the Hall at any time, so should only be using the Hall to get out the tables, which were previously stored in the garage. Those used by the Fridge are in regular use by the CIO so this became impractical. There is also the matter of fairness, in that other groups are paying to use the Hall and its facilities. **Agreed: that CMJ, as trustee responsible for liaising with the Community Fridge, should meet with Kerry Mellor to discuss these concerns and come to an agreement about the way forward**

9. New Village Hall

Trustees looked at the revised plans from the architect and heard his comments on the changes. Time was running short, so it was **Agreed that a separate meeting with the architect will be arranged at a cost of £150. GB to arrange.**

10. Any Other Business

- Trustees gave permission for the use of the projector by the Yoga Group on Monday afternoons. HM will set it up.
- Bingo Cupboard: HM suggested that it could now be used for VH storage again. GL reported that the padlock had been changed so she was unable to get VH equipment. CD has given permission for the Zumba group to store items in it. The situation needs to be clarified.

11. Date of next Meeting: Tuesday 26th April at 8pm in the Village Hall