

## FRITWELL VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

### Minutes of the Meeting of the Trustees held on 24<sup>th</sup> May at 8pm at The Lane

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

1. **Apologies:** None

#### 2. Minutes of the Meeting Held on 26<sup>th</sup> April 2022

The Minutes were approved and signed as a true record,

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

- **New to Fritwell Leaflet:** has been printed, given to CD and now passed over to CMJ.
- **Health and Safety Check:** DK to carry it out the following morning
- **Fees for Hire of Hall:** There has been no communication with regular hirers so far. Following discussion, it was **Agreed: that new fees should apply to new hirers from 1<sup>st</sup> June and regular users from 1<sup>st</sup> July. CD to inform regular users, CMJ to do notices for the boards outdoors and in the lobby.**

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

- Format of Questionnaire for Thirsty Thursday
- Key Safe Number

#### 5. Governance

**Vacancy for Trustee:** CMJ had mentioned it at the APM, a resident has expressed interest in helping with fundraising but did not have time at present to be on the Committee. It will be mentioned in the summary in May. Meanwhile, trustees will continue to seek new members with the required skills.

#### 6. Financial Report

- **Balances to date:** GB presented the accounts to 31<sup>st</sup> April 2022 which showed a balance of £53,864.96. At the end of May, it will be £54,066.55p. With reduction in receipts while the Hall has been closed, we are just about breaking even. There were no questions.
- **Tax on fundraising:** GB has received differing information from various sources. She waits a further phone call on 27<sup>th</sup> May for clarification and will continue to follow it up.

#### 7. Buildings and Maintenance

- **Update on Floor:** Work is on track; lino will be laid this week and the Hall available for use on 31<sup>st</sup> May. Cleaning before use is necessary and will need to be undertaken by Trustees. **Agreed: CMJ will clean the kitchen on Sunday, others will meet at the Hall on Monday 31<sup>st</sup> at 1pm to clean the rest.**
- **Pest Control:** cupboards have been cleaned with no evidence of mice. CD reported that Bob McGarry will undertake work on his return from holiday.
- **Cleaner:** those approached for quotes so far have ranged upwards from £63 per week, another potential company is unable to take on the work. **Agreed: to carry on as at present**

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**(£16ph for two hours) until further notice. GB to continue to get further quotes for 2 sessions of 2hrs pw.** It will be reviewed if there are any complaints. The new equipment should make it easier for hirers to leave the Hall in a good state of cleanliness. Trustees will endeavour to carry out quick spot checks on a Monday morning. Discussion followed on the cost of electricity which could be as much as £2K - £2.5K by the end of the year. A variable summer/winter hiring fee was considered but rejected. **AL and GL to do a test on how much electricity is used per hour to inform further discussion.**

- **Cleaning Equipment and Organising of Cupboards:** All new equipment and materials are now in the cupboards in the lobby and under the sink. Spares are in the cleaning cupboard. **Agreed: that the notices be placed on the equipment cupboard and on the noticeboard.**

## 8. New Hall Progress

- **Update:** The purpose of the meeting with the architect the next evening would be to reach agreement on the plans that can then be submitted in a pre-planning application. Matters to be taken into account will include the kitchen opening on to the field, maintenance of inside/outside aspects and the issues relating to the meeting room and storage space. HM reported on a conversation with David Williamson, who is prepared to act in an advisory capacity. **Agreed: that he be invited to join the meeting. HM to send him copies of the plans and Building Brief.**
- **Parish Council APM:** CMJ had given an update to the meeting, stressing the need for plans before going to pre-planning before assessing financial requirements before applying for grants. Councillors were pleased with the information.
- **Draft Timeline:** HM has drafted a timeline of actions taken so far which will be updated regularly. **GB to check on Sub Committee Minutes to determine whether there should be any additions.**

## 9. Regular Events and Future Events

- **Thirsty Thursday:** There had been 32 responses to the questionnaire, the majority being in favour of keeping the quiz on a Thursday evening. Further suggestions had included making the quiz shorter and having more time before, during or after for chatting. After discussion the following was **Agreed: that DB continue as main quizmaster; that there be a guest round included; that the quiz be of 8 rounds, starting at 8.30pm and finishing by 10.00pm with a break in between; these times can be flexible at the discretion of DB; this will start on 2<sup>nd</sup> June.** Thanks were expressed to DB for his past and continued involvement in Thirsty Thursday.
- **Platinum Jubilee Picnic:** HM reported on plans and actions undertaken to date. A grant of £500 has been received from CDC so purchase of materials for craft items can now go ahead. Volunteers will be informed of what they will be doing and when, fliers will be distributed and setting up will be on Friday morning and Sunday morning.
- **Talk by Jon Boyce:** 25 tickets sold so far; all is in place. HM to be on the bar, CS and CMJ to set up the Hall and bar.
- **Table Tennis Club:** will return on 13<sup>th</sup> June
- **Flower Show:** Plans are very late starting this year so there is some urgency in getting it organised. **Agreed: date to be 13<sup>th</sup> August; VH will organise the schedule and book the**

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**judges; CMJ to do preliminary “Keep the Date” publicity.** Work on organising the outside stalls and activities will need to start soon.

## **10. Any Other Business**

- GB proposed raising some of the bar prices, seconded by CS. **Agreed that new prices as from 1<sup>st</sup> June would be: Prosecco £3.50, canned ale £2.25, bottled beer £3.00, gin and tonic £3.50.**
- Permission given for cars from East Street to be parked at the Hall during the Jubilee Party
- Permission given to Front Row Festival to borrow tables on 25<sup>th</sup> June.
- CMJ suggested doing something as a thank you to those volunteers who regularly give time and support. To be considered at a later date.

## **11. Date of Next Meeting: AGM on Tuesday 21<sup>st</sup> June at 8pm at the Village Hall.**