

FRITWELL VILLAGE HALL CIO

Minutes of Meeting of Trustees held on 2nd August 2022 in the Village Hall

Present: Colin Smith (CS), Gail Barnhill (GB), Glynis Lowdon (GL), Christine Denton (CD), Daniel Kimber (DK), Kelley Hood (KH), Sarah Penkethma (SP) and Helen Metcalfe (HM).

In the absence of CMJ, HM chaired the meeting. She introduced and welcomed KH and SP as prospective trustees.

1. **Apologies:** Cass Miller Jones (CMJ) and Vivienne Harding (VH)
2. **Minutes of Meeting held on 21st June 2022:** the minutes were approved and signed by GB as a true record.
3. **Matters Arising from the Minutes not Covered by the Agenda**
 - The water meter reading was carried out.
4. **Vacancies for Trustees**

Trustees informed KH and SP about the objectives, running and funding of the Hall by regular and one-off events. They are looking for new ideas, to increase the demographic of those using the Hall and to promote the Hall within the village. Help will also be needed in all preparations for the new Hall. Trustees have different skills and help as and when they are able to do so. KH and SH expressed an interest in being involved in the community, getting to know more people and to contributing to the work of the trustees in achieving a new Hall. Both would be willing to serve as a Trustee. HM proposed, GB seconded and it was **Agreed unanimously that KH and SP be appointed as trustees for a term of three years.** HM will forward the necessary documentation.
5. **Decisions Taken Since Last Meeting:** None
6. **Financial Report**
 - **Balances to Date:** GB reported on a return to profit for the month of £344.57 (see attached accounts). All bills have been paid; electricity costs are significantly lower for the summer months. The grant for the Jubilee Picnic has not yet been received, HM has contacted Cherwell District Council and it should be paid shortly. £40K is in the savings account, leaving £11, 222.78 in the current account. This is marginally below the agreed amount to be held in reserve but trustees did not think it necessary to make a transfer to cover the deficit, as the grant should be paid and the forthcoming Flower Show should generate significant income. By the end of the year there should be a profit of around £1.5K
 - **Signatories to the Accounts:** CMJ and GL are now officially signatories to the accounts. GB proposed, CS seconded and it was **Agreed that that CMJ have access to online banking and use of the credit card**
7. **Buildings and Maintenance**
 - **Damage to the Floor:** this has been repaired free of charge. Chairs have been sorted and only those with rubbers on the feet are in the Hall. For ease of identification in the future the chairs in the garage will be marked by HM.

- **Cleaning the Hall:** The new cleaner will return from holiday this week, when a contract will be agreed and signed by GB. The present cleaner has been on holiday, and her girls had been carrying out the work and they were not as thorough as Veronika herself. HM reported on the dirty state of the Hall following a private party the previous Sunday. CD had contacted the hirer who said the floor had been swept and mopped; there are no grounds to challenge this. As a means of coping with hirers who do not leave the Hall clean, GB proposed, CD seconded and it was **Agreed that a £30 charge for cleaning the Hall be levied to all hirers for private parties. This will commence when the contract has been finalised.** It was further noted that trustees should also take responsibility for ensuring the Hall and its contents (with particular reference to the table cloths and food bin) should be left in a suitable condition following events run or supported by them.
- **Louvre Window:** Nothing further can be done other than fitting a new window.

8. New Hall Progress

- **Update on Pre-Planning Application:** a planning officer, Shona King, has been assigned to the application and a meeting has been arranged between her and our architect for 10th August at 12.00 noon. David Williamson and GB will also attend, HM is unable to attend to take notes. HM reported that the Chair of the Parish Council will also attend, (as the application is in the name of the Parish Council to save on fees) and asks whether another councillor could also attend. Following discussion, it was **Agreed that this was not necessary as the meeting will take the form of a discussion between the Officer and the architect and will not be a question-and-answer session. The Parish Council will be kept informed of the outcome of the meeting.** HM will inform the Chair of the Parish Council of this decision.
- **Grant Funding:** GB has circulated a list of potential funders; trustees have been allocated those which they are asked to investigate further. Results will be discussed at the next meeting.

9. Past and Future Events

- **Flower Show:** GL is now leading with help from HM. VH will need help on the Friday evening to put up tables etc. Stalls so far include Raffle, Bottle Stall Tombola, Tea and cakes run by the Village Hall along with Bric-a-brac and Books, Whisky Board, Lucky Bags, Stained Glass, and games from other organizations. Help is needed to erect marquees on the Friday evening. GB will be informed in good time if any prize money is needed and HM will use Cushion Club and Coffee Morning petty cash for floats for stalls. Posters are up, fliers distributed and trustees agreed to provide a raffle prize each. Arrangements were made for collections from residents on Monday and Tuesday evening.
- **Thanks to Volunteers Event:** following discussion it was **Agreed that a date in October would be better and the easiest event to organise would be a Cheese and Wine Evening free of charge to volunteers.**

10. Any Other Business

- CD suggested running **“Hotspots” events** during the winter to enable those residents struggling to pay for heating to have a place to go to keep warm, have a cup of tea and chat. It could be run in conjunction with the Community Fridge on a Wednesday afternoon and could also provide an opportunity to play cards or board games. It would also tie in

with volunteers' suggestion to run a Games Evening as reported by CS. CD will investigate possible funding.

- CD suggested that in future **the screen is used for Agendas**, Minutes and any other documents needed for meetings to save having to print them off. **Agreed.**
- Electricity: to save on electricity when an event has finished, investigations will be made about putting an override on the heating switch.
- **Hedging:** CD to trim them where necessary.
- CS suggested looking to running a Disco event during the traditionally down time between Christmas and New Year. It will be discussed nearer the time.
- **Health and Safety:** DK reported on the Checklist he had carried out. He queried PAT testing, checking fire alarms and the condition of the car park and entrance in winter if it is icy. **HM to follow up salt bags outside Wrightons.**
- GB asked for volunteers to run a quiz on 18th and 25th August and 1st September. HM will do the latter.

11. Next Meeting: Tuesday, 6th September 2022 at 8.00pm in the Village Hall