

FRITWELL VILLAGE HALL CIO

Minutes of Meeting of Trustees held on 6th September 2022 in the Village Hall

Present: Cass Miller Jones (CMJ), Christine Denton (CD), Kelley Hood (KH), Glynis Lowdon (GL), Vivienne Harding (VH) and Helen Metcalfe (HM)

1. **Apologies:** Colin Smith (CS), Gail Barnhill (GB) Sarah Penkethman (SP)
2. **Minutes of Meeting Held on 2nd August 2022:** With the alteration of Item 7, second bullet point to read “and her girls had been carrying out the work and they were not as thorough as Veronika herself” the Minutes were approved and signed as a true record.
3. **Matter Arising from the Minutes**
 - **Hotspots:** CD had made enquiries of OCC and reported that there was no further information. It will be raised again at the next meeting
 - **Override on the Heating switch:** this is likely to be too expensive for the little benefit it will provide. It will be revisited at the next meeting.
 - **Hedging:** CD has begun cutting back and is now waiting for sufficient space in the brown bin. KH offered use of her bin.
 - **Health & Safety:** HM reported that the bags of salt are still available at Wrightons so could be used on the car park if it is icy. PAT testing is valid until November. There is a Community First Training session on 12th September, following which a machine for testing could be hired. **CD to check whether her previous training has is still in date so that Trustees can hire a machine in November.**
4. **Decisions Taken Since Last Meeting**
 - What’s On posters to be published every two months to save on laminating and printing.
5. **Financial Report**

Balances: GB had circulated these before the meeting. There are bills for grass cutting, cleaning and water still to come in. Electricity for the last three months was £222 but is likely to increase significantly as the weather gets colder. The CIO is in profit and GB has no concerns although there may not be much profit to transfer to the savings account. **HM to ask GB to indicate how much is in each bank account so that we can make informed decisions about whether or not to make transfers to the savings account.**

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6. **Buildings and Maintenance**
 - **Cleaning the Hall:** The new cleaners, S & J Cleaning Service, started their contract on 2nd September. Hirers have been reminded about leaving the Hall clean and that there will be surcharge of £30 for cleaning after private parties.
 - **Fire Door:** CS had reported that this was broken again. It is possible that members of the Community Fridge had caused it by not closing the door in the correct manner. **CD to ask Bob Gray to carry out further repairs and CMJ to inform the Community Fridge that the Fire Door should not be used by them. She will also ask that any crockery they use will be put away.**
 - **Chairs:** indoor chairs have been marked with a small sticker.

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

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7. New Hall Progress

- **Pre-Planning Report:** gave useful advice on the siting of the planned Hall so as not to impinge on neighbours' amenities, the roof, preferred materials, plans for the car park and energy efficiency measures.
- **The next step** is to finalise and agree the internal layout. **Agreed: that trustees will look at plans WG1150-005C, and inform CMJ of any concerns by 16th September. These will then be passed to DW to draw up plans which will be considered and agreed at an extraordinary meeting at the end of September. HM to ask if he will agree to do so.**
- **Phase 1 and 2:** CMJ reported that she and GB had discussed the advantages of carrying out both phases at the same time in spite of the significant increase in initial cost. She proposed and Trustees **Agreed that Phase 1 and Phase 2 be carried out together at the same time.**
- **Meeting with Chair of the Parish Council:** CMJ had asked to meet with the Chair of the Parish Council because she (CMJ) felt it would aid the process of bringing the residents along with Trustees' plans with the support of the Parish Council. One of the PC Chair's concerns was the shortage of parking spaces, given that parking is a problem for the whole village. Another was a desire that the new Hall will be fit for future use. Following discussion, it was **Agreed that the architect be asked to investigate the provision of further parking spaces down the side.** CMJ agreed that the Parish Council will be kept informed of the process as it moves forward.
- **Environmental Issues:** the provision of solar panels will be costly and in order for the Trustees to receive any benefit, they will need to involve batteries. The provision of solar panels will, therefore, be dependent on Trustees being able to get grants for this purpose. No initial commitment will be possible without the receipt of grant funding and residents will need to be informed of this when the plans are shared with them.
- **Final Planning Application:** Trustees **Agreed that this should be in the name of Fritwell Village Hall CIO.** The Parish Council will then be free to scrutinise the plans according to the normal procedures and put in any objections they deem necessary
- **Funding Opportunities:** GB has received results of research by most of the Trustees. These will be collated and analysed and a list of those to be followed up compiled.

8. Past and Future Events

- **Flower Show:** GL and HM reported that the disappointing profit was likely to be due to the extreme heat of the day keeping residents at home. Discussion followed on the best date, need for early planning and decision making, encouraging more participation by children via involvement of the school and getting different attractions. HM and GL will help but do not want to be sole organisers again.
- **Coffee Mornings:** there has been very little support for this throughout the summer and it will not be viable when heating is needed. **Agreed: that it be stopped, CMJ to publicise on Facebook.**
- **Thanks to Volunteers Event:** while an excellent idea, it is becoming more difficult to set a date and decide on the type of event. It would be much simpler to give a gift and a card at Christmas. CD suggested giving them a preview of the plans and providing refreshments.
- **Discussion on Proposed Games Night:** suggested by two Friends of FVH, proposals include signing up in advance, no walk-ins, open bar and to run a trial event at the beginning of October. It could be combined with the Social Night which is not well supported. Following discussion Trustees **Agreed: that CMJ reply stating the Trustees' support for the event and giving the go-ahead for a trial. Trustees have a preference for the event to be as inclusive as possible so would like further consideration of how to manage walk-ins.**

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- **Further Discussion:** following a question from KH on the type of events that might bring in different people to the Hall, consideration was given to whether the name of an event might deter some residents, whether the trustees are seen as being an exclusive clique in our efforts so far. KH suggested knocking on doors to find out what events would be supported. Bingo was a very successful means of bringing in a mixture of people, including those from Bicester and Banbury. KH expressed an interest in possibly taking the organisation of a Bingo Night. **Agreed: that HM give contact details of previous organisers to KH and letting them know that she will be contacting them to find out what is involved.**

9. Any Other Business

- **Storage of Parish Council Documents:** Documents are at present stored in the Chair's home and the request is for a small area of the garage to be used for storage on a permanent basis for two filing cabinets. **Agreed: that the filing cabinets can be stored at the Parish Council's own risk for a suggested fee of £30 per month. The cabinets will be locked and a key to the garage made available to the Clerk to the Parish Council. HM to inform the Chair of the decision.**
- KH offer of improving communications via IT had been considered and deemed unnecessary.

10. Date of Next Meeting: Tuesday, 4th October 2022 at 8pm in the Village Hall.