

Fritwell Village Hall

North Oxfordshire

FRITWELL VILLAGE HALL CIO

Minutes of Meeting held on 4th October 2022 in the Village Hall

Present: Cass Miller Jones (CMJ), Gail Barnhill (GB), Colin Smith (CS), Christine Denton (CD), Glynis Lowdon (GL), Vivienne Harding (VH), Daniel Kimber (DK), Sarah Penkethman (SP), Kelley Hood (KH) and Helen Metcalfe (HM)

1. **Apologies:** None
2. **Declarations of interest:** Kelley Hood is now Clerk to the Parish Council
3. **Minutes of the Meeting Held on 6th September 2022:** Approved and signed as a true record
4. **Matters Arising from the Minutes**
 - 4.1. **Heating Override:** advice to CD was that it could cause difficulties so it was decided not to pursue the matter further.
 - 4.2. **PAT Testing:** CD has not yet checked if her training is still valid. **If it is, she will hire the testing kit from Community First.** HM reported on a further training session on October 31st
 - 4.3. **Community Fridge:** CMJ has spoken to KM about the fire door and mugs.
 - 4.4. **Storage of Parish Council Documents:** nothing has been heard officially. **HM to follow up.**
5. **Decisions Taken Since the last Meeting**
 - 5.1. **To open the Hall for the State Funeral:** The Hall was opened for the screening of the State Funeral. There were a few attendees.
 - 5.2. **Publication of New Hall Update:** this was delayed until after the State Funeral.
6. **Financial Report**
 - 6.1. **Balances:** GB reported on the balances as at 02.10.22 (see attached). These show an overall profit for the year so far of £2770.38. The Music Night had been profitable. CS reported that the bar is 60% of the income and the margin on the bar is 40% which is good. The amount given for the Talks is for takings and does not include expenses of £297.87. Bills for cleaning for July and August have not been received so are yet to be paid. The water bill has been paid, electricity to be paid and is likely to show an increase. The cost is at the fixed rate of 19p per unit until November 2023. **Agreed: that GB investigate cost of living allowances for Community Halls and whether water bills could be cheaper elsewhere.** She will report to the next meeting.
 - 6.2. **Transfers to Savings Account:** GB had transferred £1,000 to the savings account on her own initiative, having taken into account future spending and in line with the Reserves Policy. **Agreed: that retrospective approval be given for the transfer and that GB be authorised to make any transfers to the savings account that she sees fit.**
7. **Buildings and Maintenance**

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7.1. Cleaning, Managing the £30 surcharge for Private Parties: Questions had arisen on how and when to apply it and whether S&J Cleaners could carry it out when required. The cleaners can fit this in provided they have sufficient advance notice. **CD to inform them as soon as a booking is made.** Following discussion, it was **Agreed: that a £20 surcharge be applied to booking fees for all private parties of a celebratory nature, village or otherwise, on a trial run until the end of the year. CD will use her discretion as at present. This will be added to the booking form along with “or more” and existing cleaning instructions will be retained. This will be enough to cover 1 hrs cleaning only.**

7.2. Fire Door: This has been used recently in spite of the notice. It will be repaired soon. Discussion followed on the purchase of a new fire door, after which it was **Agreed: that GB investigate the prices and get a quote for providing a new fire door.**

8. New Hall Progress

8.1. Meeting on 28th September: Plans revised by DW had been scrutinised and suggestions made (see attached Notes). Future Actions included GB arranging a meeting between the architect and DW. A date for this is to be arranged, hopefully, in the week beginning 17th October. **Agreed: that RW be asked to advise on and provide the appropriate 3D drawings for the community event and to pay his extra fee for doing so.**

8.2. Event to Inform the Community: Discussion included the following points: giving an opportunity for viewing plans in advance via noticeboards, social media, website; using the Timeline as a basis, to set the scene, give background and possibly answer potential questions; fly leafing every house in the village, giving information on where to view the plans; identifying potential questions; number of events and timing; recording the meeting for those who cannot attend. It is hoped the meeting can take place in the second half of November. **Agreed as follows: that RW be asked to attend and to pay his fee for doing so; trustees will send CMJ potential questions for her to collate; the next meeting on 1st November will concentrate on the format and content of the Community Event.**

9. Future Events

9.1. Community Fridge Fundraising Event:

9.1.1. Use of Chiller Cabinet: the request to use the chiller cabinet on the same basis as the Picnic Party was discussed. **Agreed: that permission be given for this occasion. In future, use of the chiller cabinet will incur a cost, unless Village Hall funds will benefit.**

9.1.2. Heater /Generator: This will be for the marquee and run by diesel so will not incur electricity costs.

9.2. Bingo: KH had been unable to meet with the previous organizers' so will rearrange to do so. The Hall has a licence, the bar will be used, run by HM. Previous date was the last Wednesday in the month.

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- 9.3. Proposed Games Night:** CMJ had reported back to the volunteers who will give thought to the points raised.
- 9.4. Cost of Living Events for the Community:** Community First are offering Grants towards events and activities to relieve the cost of living. Discussion followed on whether or not to run an event, combining an event with families after school or combining it with the Community Fridge on a Wednesday afternoon. The Fridge will be moving indoors at the end of October and paying the hirers fee, so this could pose a problem and a trustee would have to be prepared to run it. **Agreed: that CMJ speak with KM from the Community Fridge.** Time is short as the closing date for the grant application is 17th October.
- 9.5. Future Talks:** John Kately will give a talk on 2nd December entitled "Hold Tight Please" at 7.30pm. **CD to coordinate the event and refreshments.** A further talk by Alex Steer will be held in new year.
- 9.6. Christmas Events:** The Christmas quiz will be on 15th December.

10. Any Other Business

- 10.1.** KH proposed running an event for children to attract more users to the Hall. A Christmas Craft event could tie in with the Toddler Group and schoolchildren.
- 10.2.** CMJ has investigated the protocol of displaying the photograph of the Queen since her death. It can remain on display, and it was decided to do so at the moment. **HM to contact Tessa Hall for advice on a photograph of the King.**
- 10.3.** SP suggested a list of trustees' phone numbers for quick contact when necessary. **KH to organise a Whatsapp Group.**
- 10.4.** GL reported that several chairs without rubber stoppers had been returned to the Hall. They have been sorted out and all those without stoppers returned to the garage.
- 10.5.** GL reported that the Toddler Group toys are taking up a lot of room in the garage. **CD to speak to the organiser of the group.**
- 10.6.** The Front Row Festival will be giving a donation as a thanks for the support of the CIO and the use of the marquees since its inception.
- 10.7.** A request was made at the quiz to consider stocking Schweppes lemonade, Strongbow cider and rose wine. **GB responded that Schweppes lemonade is not available in cans (and therefore not viable), but that she will include Strongbow and Rose in the next order.**
- 11. Next Meeting: Tuesday 1st November at 8pm in the Village Hall to discuss the Community Event**