

# Fritwell Village Hall

North Oxfordshire

## FRITWELL VILLAGE HALL CIO

### Minutes of Meeting Held on 1<sup>st</sup> November 2022 at 8pm in the Village Hall

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

1. **Apologies:** None
2. **Declarations of Interest:** KH is Clerk to the Parish Council, GB is involved with the Community Fridge
3. **Minutes of Meeting Held on 4<sup>th</sup> October 2022:** with the change of initials from GB to CD under item 7.2, the Minutes were approved and signed as a true record.
4. **Matters Arising from the Minutes**
  - 4.1. **PAT Testing:** CD's training is still valid, and she has carried out testing of electrical items. All were compliant.
  - 4.2. **Toddlers Club Toys:** CD has spoken with the organisers, and they will try and sort them out.
  - 4.3. **Photograph of the King:** there is no specific advice or official portrait yet.
  - 4.4. **Bar Supplies:** Stock has been obtained as requested but it has not yet been used.
5. **Decisions Taken Since Last Meeting**
  - 5.1. To circulate plans from DW for the timber frame
  - 5.2. Not to apply for the cost-of-living grant in view of the shortness of time to formulate a comprehensive bid.
6. **Finances**
  - 6.1. **Balances** were presented (see attached) and accepted with no further questions.
  - 6.2. **Cost of Living Allowances** were not discussed.
  - 6.3. **Water Suppliers** was not discussed
7. **New Hall Progress**
  - 7.1. **Update on Meeting with Architect and Planning Permission:** GB reported on the meeting held on 20<sup>th</sup> October attended by herself, Richard Walker, and David Williamson. RW had reminded GB of the reason for failures in the past and that there is the danger of getting too far away from the original vision of the new hall being simple, achievable, and affordable. Looking at the plans, he expressed concerns about the lack of separation of the toilets from the Hall itself, stating that the original unisex toilets worked better for privacy. He questioned the need for the lobby. Materials will need to be decided on receipt of planning permission and are not needed for the application. He will include the following in the plans, recognising that some will depend on funding: solar panels, charging points for cars, reconfigure the parking to allow for two extra spaces and moving the shed back. There will be no mention of the timber frame but the wall to accommodate its use in the future will be moved back. Drawings should be back with us by 8<sup>th</sup> November, a clearer line of the present hall will be included, and 3D drawings should cost about £500. If necessary for building regulations, he will change the design for the toilets, which will remove one metre from the Hall space. He is happy to attend the meeting with residents.

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- 7.2. **Timber Frame:** RW was concerned about the lack of light DW's drawings would create, and it will not feature in the planning application.
- 7.3. SP asked about the possibility of selling off part of the seldom used open space to raise funds. It had been suggested in the past and cannot be ruled out. Cala Homes will contribute £32K towards Village Hall funds via the Section 106 money when ground is broken but the sale of the land has not yet been finalised.

### 8. Event to Inform the Community

- 8.1. **Date and Time:** to allow for receipt of the plans, and obtaining 3D drawings, the meeting will be held on **6th December at 7pm to 8.30pm in the Village Hall**. A rehearsal will take place at a meeting the previous day.
- 8.2. **Publicity: Posters:** CMJ will draft the wording, stressing that it is an information evening, and send to SP to design the poster. They will **be put up by 22<sup>nd</sup> November at the latest**. **Door drops reminders:** HM to draft, they will **be delivered on 29<sup>th</sup>/30<sup>th</sup> November**. Other social media and website posts will be at the same time as the posters. Drawings will be available on display boards, along with an explanatory introduction, in the lobby for advance viewing by users of the Hall. CS shared RJ's thoughts on developing a sub-website on the existing website to inform the public and the drawings could be put there. CS will discuss with RJ, RW and GB, with the launch date and time to be finalised.

### 8.3. Format:

#### 8.3.1. What?

8.3.1.1. **Welcome and Introductions** followed by a **presentation** by CMJ using PowerPoint for structure and clarity. This will include: the programme for the meeting; the reasons for the meeting; history of previous projects and reasons for their failure; FVH Timeline and brief expansion of some parts to forestall potential questions. An important part of this will be the results of the public consultation and the resulting design brief since this is what has driven the process. **Drafts to be available by 13<sup>th</sup> November** for circulation for comments/additions/editing

8.3.1.2. This will **be followed by the plans being displayed on screen and explained by GB**, referring back to the results of the consultation and reasons why elements are/are not included. Drafts to be circulated as above. Boards containing the drawings will be in the Hall, covered at this point.

8.3.1.3. **Break for tea and coffee**, attendees will have the opportunity to look at the uncovered plans in more detail and chat to Trustees.

8.3.1.4. **Questions and Comments.** HM to collate potential comments with some suggested answers for circulation and additional suggestions.

8.3.1.5. **Funding:** information on grants, donations, fundraising etc. E commerce on the website

8.3.2. **Who By:** CMJ presentation, GB talking to plans, speaker on Funding undecided. All trustees will be available to answer questions, provide

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refreshments, chip in as/when necessary. RW and DW will be present to contribute as and/or when necessary. RJ will facilitate technology

8.3.3. **How?** As stated above, via PowerPoint, screen, display boards,

8.4. **Displays/IT** one laptop with all information easily accessible for those speaking, large screen. RJ will video the meeting for those unable to attend. Display boards needed, CMJ to contact the school about borrowing theirs.

8.5. **Refreshments: tea/coffee/soft drinks/biscuits**

### 9. Buildings and Maintenance

9.1. **Fire Door:** a quote has been received from Bob Gray to replace the frame, provide new doors and use existing safety fittings. After discussion, it was **Agreed by a majority that trustees accept the quote and ask that the work be carried out.** In future the door will be used for emergencies only.

9.2. **Cleaning:** the surcharge for private parties has not yet been applied. GB to write a 'to do' list for the cleaners.

### 10. Past and Future Events

10.1. **Bingo:** SP had previously circulated a comprehensive proposal for a Bingo Night on 9<sup>th</sup> December from 7.30pm. Trustees thanked her and KH for their research and stressed that they should be asked of for any help that is needed before and during the event. There will be a raffle, prizes will be welcomed, and the bar will be open (HM to run). This will be trial even, different from previous regular sessions, and if successful could lead to more.

10.2. **Talk by John Kately:** Tickets are now available from CD.

### 11. Any Other Business

11.1. **Christmas Day Opening:** trustees agreed in principle to opening the Hall between 12 and 2pm for drinks on Christmas Day, subject to the availability of volunteers to set up and run it.

12. **Next Meeting: Monday, 5<sup>th</sup> December, followed by Open Meeting on 6<sup>th</sup> December**