

# Fritwell Village Hall

North Oxfordshire

## FRITWELL VILLAGE HALL CIO

### Minutes of Meeting held on 10<sup>th</sup> January 2023 at 8pm in the Village Hall

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

1. **Apologies:** Vivienne Harding (VH) and Sarah Penkethman (SP)
2. **Declarations of Interest:** GB is involved with the Community Fridge, KH is Clerk to the Parish Council. After discussion it was agreed that in the interests of openness these should be recorded at each meeting.
3. **Minutes of the Meeting held on 1<sup>st</sup> November 2022**  
Minutes were approved and signed as a true record.
4. **Matters arising from the Minutes:** None
5. **Decisions Taken since Last Meeting**
  - 5.1. **Change to Water Account:** the contract with Everflow will commence on 16<sup>th</sup> January and last for three years. GB has created an online account so meter readings can be sent directly and there will now be one bill for water and waste water. Should building of the new hall begin during the contract it will be cheaper to continue to pay the standing charge and keep the present meter.
  - 5.2. **To Defer Discussion on Storage with the Toddler Group:** to enable full discussion and decision at the meeting rather than by email. The item is on the agenda.
  - 5.3. **To Purchase Platters from Souldern Chapel:** HM had bought eight platters for use during events.
6. **Governance**
  - 6.1. **Review of Policies**

The terminology of all policies will be standardised by HM, who will also make amendments as indicated below.

    - 6.1.1. **Complaints Policy:** No changes needed. HM to add review date at the end.
    - 6.1.2. **Conflicts of Interest Policy:** trustees will continue with the good practice of declaring interest at the beginning of each meeting. Review date to be added.
    - 6.1.3. **Equal opportunities Policy:** Service Provision will be changed to clarify the situation regarding hirers' special requirements. Review date to be added.
    - 6.1.4. **Health & Safety Policy:** Trustees confirmed that the booking form could not be completed without acknowledgement and acceptance of this policy and that digital records are available for scrutiny should the need arise. Review date to be added.
    - 6.1.5. **Reserves Policy:** to be amended to include events in addition to the Covid pandemic that may entail closure of the Hall, and to include that any decision on necessary transfers should be taken at a meeting of all trustees. Review date to be added.
    - 6.1.6. **Safeguarding Policy:** No changes necessary. CMJ will remain the named person for all safeguarding matters
    - 6.1.7. **Volunteer Policy:** to be amended to clarify the different types of volunteers. Review date to be added.
    - 6.1.8. **Terms and Conditions of Hire:** no changes necessary. Review date to be added.

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

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6.2. **Date of AGM:** Starting from this year, the meeting held in March will include the AGM before the ordinary meeting of the Trustees. In 2023 it will take place on the 14<sup>th</sup> March at 7.30pm

### 7. Finance

7.1. **Balances:** GB presented the balances as at 30<sup>th</sup> December 2022, which are largely what will be the end of year balances (see attached). She made the following points: hirers' fees do not cover the annual costs of running the Hall; the takings at the bar are the highest earner; expenses include large one-off sums for repairing the floor, architect's and planning fees, final CIO fees and cleaning equipment, the Toddlers Group and private parties provided the most income from hirers. CD reported that there have been 34 events per month throughout the year so the Trustees are achieving their aims and objectives. HM proposed, CS seconded and it was **Agreed that the level of reserves remain at £12,000 and that this be reflected in the Reserves Policy.** The end of year accounts should be ready for the auditor by early February.

#### 7.2. Review and Update of Financial Control Self-Assessment

7.2.1. Controls that had been put in place throughout 2022 were noted.

7.2.2. In the light of the potential increase in income from grants and fundraising for the new Hall, further items on the checklist will be implemented in 2023 to ensure protection for GB as Treasurer and further accountability of the CIO. They include the provision of a budget against which income and expenditure can be monitored; checks made by HM and/or GL of transactions and balances before each meeting.

7.2.3. It was recognised and noted that other measures and checks, particularly in relation to money raised for the new Hall, are likely to be included in the Fundraising Policy which will be developed in the near future, in line with the Fundraising Regulator's and Charity Commission's Guidance.

7.2.4. HM will update the checklist and circulate it to the trustees.

7.3. **Treasurer's Absence:** GB informed the Trustees that she will be away for thirteen weeks throughout the year and that another trustee will need to be available to cover her work.  
**GB to speak with SP.**

### 8. New Hall Progress

8.1. **Approval of Notes Taken at the Meeting for Residents:** CS pointed out that a section of Trustees' response to a question had been omitted. He would send it to HM for inclusion in the final document.

8.2. **Planning Application:** this has been submitted and acknowledged, the date for decision being February 22<sup>nd</sup>. GB reported that the OCC Highways had responded positively to the application with conditions that the parking spaces be reduced to ten and that a Construction Traffic Plan be put in place. The Parish Council supports the application. Articles have appeared in local newspapers which could be followed up in the future.

8.3. **Funding:** this will be the only item to be discussed at the next meeting. HM, GB and SP have been reading guidance from the Charity Commission and the Fundraising Regulator so

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it was **Agreed that they meet beforehand to collate their findings and suggest the contents of a fundraising policy for discussion at the meeting.**

### 9. Building and Maintenance

- 9.1. **Fire Door:** owing to bad weather the repair has not yet been carried out.
- 9.2. **Cleaning:** this is an ongoing problem. After discussion it was **Agreed that GB ask the cleaners for a quote to sweep and mop the floor on Mondays and Thursdays in addition to the weekly full clean on Friday mornings.** The floor becomes slippery and potentially dangerous owing to condensation and humidity in the Hall on some occasions. **GL to contact the contractor to clarify the situation regarding ant-slip surfacing and ask for suggestions.**
- 9.3. **Use of Garage for Storage by Other Organisations:** the garage and Village Hall equipment has become almost inaccessible as a result of the Toddler Group's storage of toys, table tennis tables and Community Fridge's lights. The Fridge's tombola drum remains in the male toilets. Following discussion, during which GL pointed out that the garage was bought for Village Hall use only, it was **Agreed that a compromise be reached whereby CD would speak with the leader of the Toddler Group and ask that they obtain a supermarket cage to contain its toys. Any that don't fit will need to be stored elsewhere.** HM suggested that, in the light of the use of significant garage space by other hirers, to ask the Parish Council for payment to store two filing cabinets seemed excessive and that trustees reconsider their decision. Discussion followed on spare cupboard storage space, after which it was **Agreed that GL ask the Forget Me Not Club if they would be prepared to vacate its cupboard which could then be reallocated.**

### 10. Past and Future Events

Discussion on Bingo Night and future sponsored events was deferred due to the lack of time. Everything is in place for the next Talk.

**Quiz Night Beer Supply:** GB reported that since MW's retirement, the regular supply is no longer available to trustees and therefore a different supplier is needed. She had researched several alternatives and discovered that Rebellion was the only brewer who could provide beer under pressure. The CIO can be considered as a trade customer and they would deliver to the Village Hall by courier but removal of empties would be at a cost to the Village Hall of £60-£74. She suggested that barrels be collected and returned by trustees and other volunteers on a monthly rota basis, with travel expenses of £36 for the round trip to be paid. CS proposed, HM seconded and it was **Agreed unanimously that this suggestion be put in place.** It was further **Agreed that the price of draught beer be raised to £3.75 per pint.**

11. **Dates of Next Meetings:** Fundraising Meeting Tuesday 31<sup>st</sup> January at 8.00pm in the Village Hall  
Ordinary Trustee Meeting Tuesday 7<sup>th</sup> February at 8.00pm in the Village Hall and AGM followed by Trustee Meeting Tuesday, 14<sup>th</sup> March at 8.00pm in the Village Hall.