

## FRITWELL VILLAGE HALL CIO

### Minutes of Meeting held on 31<sup>st</sup> January 2023 at 8pm in the Village Hall

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

**The purpose of the meeting was to give time for, and focus discussion on, funding the New Village Hall.**

**1. Apologies:** Vivienne Harding (VH), Kelley Hood (KH, and Daniel Kimber (DK))

**2. Draft Fundraising Policy and Matters Arising from it**

**2.1. Policy**

2.1.1.SP, GB, and Hm had compiled a draft policy and circulated it before the meeting, highlighting those parts that need further discussion and/or a decision. Sections 1, 2, 3, and 4 were approved without alteration. Section 5.1 will be amended to include wording to indicate that the list is not prohibitive and Raffles. Section 5.4 is the ethical statement to go alongside 5. Section 5.5 timescale to stand as it is. Sections 6.1,6.2 and 6.6 were approved, as was Section 9.

2.1.2.**Agreed that the Policy be approved and adopted.** (Proposed by CD and seconded by CMJ)

**2.2. Matters Arising from Policy**

2.2.1.Risk Assessment: HM has been researching the Charity Commission guidance and proposed that the risk assessment be for the whole new hall project which would include fundraising aspects. Risks would fall under the four headings of Governance, Operational, Financial, Environmental/ External Risks rather than just for fundraising. **Agreed that HM draft a Risk Assessment for the New Hall Project and that trustees will inform her by email of risks that should be included.**

2.2.2.Fundraising Events: **Agreed that Hiring Fees, Quiz Nights, Cushion Club and the Flower Show would fund ongoing running costs, while all other Trustee organised events would go towards the new Hall.**

2.2.3.Publicity: all posters, and publicity for fundraising events should be standardised to include the necessary information (see Code of Practice Section 9) **Agreed that GB and SP liaise with Carl Barber to develop a logo and story of the Village Hall that will ensure consistency and compliance with the requirements. Further Agreed that SPs daughter be asked to create all posters.**

2.2.4.GDPR: **CS to investigate and report back on the need for a Privacy or Data Processing policy. HM to send a link to the Code of Practice**

2.2.5. Grant Applications: **Agreed that this should not be carried out by more than one person for each application.** Further discussion included the need for consistency, addressing the criteria, necessity for proof reading, availability of training. **Agreed that CD would contact Tessa Hall to come to a meeting for advice and that an appeal to residents with the necessary experience to volunteer their help.**

**3. Future Events**

3.1. Bingo: SP and KH are looking to organise an Easter Bingo in March

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

Website: [www.fritwellvillagehall.co.uk](http://www.fritwellvillagehall.co.uk)

# Fritwell Village Hall

## North Oxfordshire

- 3.2. King's Coronation: **Agreed to accept Libby Furness's proposal for events over the weekend of the Coronation and her offer to lead the project. She will be invited to the meeting in March to report on progress.**
  - 3.3. Links with Front Row Festival: they will be running their own bar on the Friday evening. HM reported that there is a possibility that the bar could be used during the football tournament.
  - 3.4. Sponsored 5K and 10K run. CD reported that the keep fit group would be eager to take part in such an event run by the trustees. There is guidance on such events in the Code of Practice for CD to look at.
  - 3.5. Charity Football Match: Nothing definite has been agreed on date or venue. Organisers will need to liaise with trustees to comply with the Fundraising Policy.
  - 3.6. Events Calendar: in order to ensure a spread of events over the year, HM will provide a calendar where events can be slotted in.
4. **Next Meeting: Tuesday 7<sup>th</sup> February at 8pm in the Village Hall.**