

# Fritwell Village Hall

North Oxfordshire

## FRITWELL VILLAGE HALL CIO

### Minutes of Meeting held on 7<sup>th</sup> February 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:** Daniel Kimber (DK), 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, HM is a member of the Playing Field Committee, GL is a member of the PCC
3. **Minutes of the Meeting held on 10<sup>th</sup> January 2023 and 31<sup>st</sup> January 2023**

Both sets of Minutes were approved and signed as a true record. Matters Arising under those of 31<sup>st</sup> January will be discussed under Item 7. Funding the New Hall
4. **Matters arising from the Minutes of 10<sup>th</sup> January 2023**
  - 4.1. **Revised Policies** were approved, along with the revised Financial Checklist
  - 4.2. **Revision of Notes Taken at Meeting for Residents** were approved.
  - 4.3. **Quiz Night Beer Supply:** GB has carried out a trial run and the new system went smoothly. When the beer is ordered, the invoice should be taken by those collecting the beer. The next collection will be the end of February or beginning of March. The rota for doing so has not yet been compiled. Discussion on a gift of thanks to Mike Wheeler led to an **agreement on a voucher for a meal to the value of £100. GB will arrange it.**
  - 4.4. **Use of Garage for Storage by other Organisations:** CD is yet to speak with the Toddler Group and GL to ask the Forget Me Not Club about giving up their cupboard.
5. **Decisions Taken since Last Meeting:** None
6. **Finance**
  - 6.1. **Budget and Balances:** HM proposed, KH seconded and it was **Agreed that the budget be approved.** Balances to date (see attached) had been checked by HM and were approved. The recent 'Tales of Fritwell' Talk had not been advertised as a new hall fundraising event therefore it was **Agreed that the proceeds go in to the existing current account.** It was further **Agreed that no transfer from reserves be made to the savings account until the upcoming electricity has been received and paid.**
  - 6.2. **End of Year Accounts:** Accounts for 2021 to 2022 were approved subject to the result of the audit. The Accounts are being independently checked and should be completed by the end of February in time for the AGM. Trustees thanked GB for all her work related to the CIO's financial affairs and acknowledged their good fortune in having such an effective treasurer.
  - 6.3. **New Bank Accounts:** Trustees **Agreed that two accounts be opened in the name of Fritwell Village Hall New Hall Fund with the same signatories as the existing accounts.** Details of the new accounts can be included on donor and sponsor forms. Discussion followed on the level of funds to be loaned from the savings fund in order to cover running costs of fundraising events. GB proposed, HM seconded and it was **Agreed that a loan of £5,000 be made from the savings account to FVH New Hall Fund current account. The loan will be repaid at the end of the project.**

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

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

## 7. Funding the New Hall

- 7.1. **Fundraising Policy:** the amended policy was approved. HM proposed and it was **Agreed that GB, SP and HM continue to develop the paper work involved with fundraising for approval by all trustees, i.e., Donations Policy, Donor Forms, Sponsor Forms Risk Assessments**
- 7.2. **Report on GDPR:** CS reported on his research and recommendations that a statement on disclosure of personal details be included on emails where necessary and that the Data Privacy Statement be updated. There followed lengthy discussion after which it was **Agreed that CS and KH investigate secure shared storage and GDPR. CS will update the Privacy Statement and ask Tessa Hall for advice.**
- 7.3. **Meeting with Community First Representative:** Tessa Hall meeting to be held on 21<sup>st</sup> February at 7.30pm in the Village Hall.
- 7.4. **Response to Request for Help with Grant Applications:** to date there has been one response from a resident with experience of writing applications. There may be more to come as the request was made only recently.
- 7.5. **Crowdfunding:** CMJ will investigate existing Crowdfunding websites and compare costs and report back to trustees.
- 7.6. **Collection Boxes:** CMJ has investigated existing websites and will circulate costs and comparisons for approval by trustees.
- 7.7. **Other Events** All trustees will bring ideas to the next meeting. A Suggestion Box will be available for residents and attendees.

## 8. Building and Maintenance

- 8.1. GB reported that the charge for mopping the floor would be £20. Discussion followed after which trustees **Agreed that CMJ check the insurance policy with a view to asking for volunteers to help out on an ad hoc basis. CD will speak with the Toddlers group about mopping the floor at the end of sessions.**

## 9. Past and Future Events

- 9.1. **Calendar of Events:** HM had circulated a draft calendar to ensure that events are spread throughout the year to avoid overburdening both trustees and attendees. Pub Night and Live Music will be held on 24<sup>th</sup> and 25<sup>th</sup> February.
- 9.2. **Bingo:** will be held on 24<sup>th</sup> March
- 9.3. **Flower Show** will be held on 19<sup>th</sup> August
- 9.4. **Sponsored Run:** no date decided yet. CD has been sent the link to the relevant section Code of practice.

## 10. Any Other Business

- 10.1 Charity Commission: HM will circulate a recent email for information.
- 10.2 Insurance is due for renewal in April. There has been a change of broker.

## 11. Next Meeting: AGM 14<sup>th</sup> March at 7.30pm in the Village Hall followed by a Meeting of Trustees.