

FRITWELL VILLAGE HALL CIO

Minutes of Meeting held on 14th March 2023 following the AGM in the Village Hall

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

- 1. Apologies:** Kelley Hood (KH)
- 2. Declarations of Interest:** GB is involved with the Community Fridge, HM is a member of the Playing Field Committee, GL is a member of the PCC
- 3. Minutes of the Meeting Held on 7th February 2023**
Minutes were approved and signed as a true record.

CMJ moved item 9.3 on the Agenda to the top of the Agenda to enable LF to leave the meeting on its completion.

4. Coronation Weekend Events

- 4.1.** HM had circulated a spreadsheet itemising the proposed events, the rationale being to involve as many village organisations and residents to make it a real community weekend. Trustees were concerned that there were too many events and that a focus should be on one event e.g. Brunch on the Monday. LF responded that most events needed little organisation or involvement by the trustees. She went through each event.
- 4.2. Children's Disco:** Scouts had been asked but did not want to organise the event but were prepared to manage refreshments. Several concerns were raised by trustees, including safeguarding, numbers and ages of those attending, provision of music (CS was prepared to organise this). Following discussion it was **Agreed that CMJ contact the School via FOFS to ask them if they would be prepared to run a children's disco on behalf of the Village Hall.**
- 4.3. Live Streaming of Coronation:** HM will organise live streaming and refreshments in line with CDC requirements for provision of food. HM and GL have completed Level 2 Food Safety and Hygiene for Catering. GB has contacted CDC for further information and is awaiting response. The bar will be opened.
- 4.4. Coronation Cocktail Party:** LF, HM will organise with help from GB. Questions on music, what the event would look like need to be answered, along with potential costs to the CIO.
- 4.5. Big Community Brunch:** Community Fridge have agreed to organise this on the lines of their previous events with the support of trustees.
- 4.6. Grant from CDC:** the Parish Council have nominated the CIO to apply for the grant and an application will be made asking for a grant to cover music, hire of venue, decorations, resources for children's activities, hire of tables glasses etc, printing and publicity.
- 4.7. Trustees agreed to all the events subject to above points being addressed.**

5. Matters Arising from the Minutes of Meeting held on 7th February 2023

- 5.1. Use of Garage for Storage by other Organisations:** CD has spoken with the leader of the Mums and Toddlers Group and they are agreeable to obtaining cages to store toys. They

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are asking participants to take some toys home with them and she hopes to store other toys in a Wendy House, which has been donated and which they would like to site on CIO grounds. Following discussion, it was **Agreed that trustees need further information on the Wendy House in terms of size, what it made of, insurance and potential placement before coming to a decision.**

- 5.2. **Request for Volunteers to Help with Cleaning:** a request is being made in a poster to be displayed throughout the village.
- 5.3. **Fire Door:** has been installed and now needs to be painted once the weather improves.

6. Decisions Taken since Last Meeting

- 6.1. What's On poster approved
- 6.2. Approval of revised cost and purchase of Collection Boxes.

7. Finance

- 7.1. **Budget and Balances:** GB presented the accounts to March 2023. The water rates are over budget because the refund from Castle Water has not yet been received. GB proposed, HM seconded and it was **Agreed that £1300 be transferred to the Designated Funds savings Account.**
- 7.2. **Audit of End of Year Accounts:** Independent Examination of the Accounts has been carried out in line with Charity Commission requirements and no issues were identified. Trustees **Approved the payment of the Examiners fees.**
- 7.3. **New Hall Accounts:**
 - 7.3.1. Live Night took over £900 on the night, but once costs of the bar have been taken into account the net profit was £433 and was paid into the New Hall Account. Entries on Zettle need to be accurate in order to work out costs for events.
 - 7.3.2. £5K has not yet been transferred as to do so would mean loss of interest. It will now be transferred to the NVH Savings account where it will continue to earn interest.
 - 7.3.3. Trustees Agreed that any amount of funds in the NVH Current Account over £500 be transferred to the NVH Savings Account.
 - 7.3.4. Accounts have now been set up with three Signatories. **Trustees approved that Sarah Penkethman be added as a signatory and cardholder on all Fritwell Village Hall CIO Accounts**

8. New Hall

- 8.1. Planning permission has been received and RW has offered continued help with the project. Trustees noted that some conditions mentioned on the portal did not appear in the document. GB will follow this up with RW.
- 8.2. **Decisions to be Made:** SP suggested developing a timeline to show what should be happening, when it will happen and by whom. Lengthy discussion on the next steps took place, much of which centred on the need for a project manager. It was suggested that David Williamson be asked to undertake it, as he has all the necessary skills, knowledge and experience and has been of significant help so far. GB had concerns about the level of responsibility, the time commitment, liability and thought he should not be asked. RW could be asked but the cost would be very high. **Agreed: that GB contact RW to ask what next steps need to be put in place and how much he would charge for doing this. DW will**

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not be approached until there is more information about insurance and what trustees will be asking of him.

8.3. Quotes: SP has researched the tendering process and advice given states that tenders should not be obtained until funding is in place.

8.4. Noticeboards: CMJ suggested that progress reports on funding be made to residents, possibly in the form of a thermometer or similar visual device. **Agreed that such reports should go on the external noticeboard.**

9. Funding the New Hall

9.1. Approval of Risk Assessment and Donations: with addition of risks of lack of reserves to fund ongoing activities and loss of digital records, **the Risk Assessment was approved.** IC will meet with HM to make more accurate Levels of Risk. With a minor amendment, **the Donations Policy was approved. The Whistleblowing Policy was also approved.** IC will carry out preliminary work on a Business Plan which will then feed into the storyline being developed by Carl Barber.

9.2. Clarification of Wording on Posters: HM pointed out that at the meetings held on 31st January and 7th February, Trustees had agreed that all posters be standardised and produced by one person. Following further lengthy discussion it was **Agreed that publicity for all events held to raise funds for the New Hall should contain the following wording "All funds raised will go towards the provision of a New Village Hall or refurbishment of the existing Hall."** Donation boxes and individual donations will continue to state the secondary purpose.

9.3. Meeting with Community First Representative: Trustees agreed that this had been helpful. Of particular note was the emphasis she had put on necessity for the support of the Parish Council. **Agreed that CMJ draft letters to the MP, District Councillors and the Parish Council asking for their support.**

9.4. GDPR Report: CS had nothing to report. He will update the website and the Governance Page. The CIO is covered but further information is needed.

9.5. Crowdfunding Report and Decision: Discussion focussed on research carried out by CMJ. The decision rests between GoFundMe and Crowdfunder. Agreed that GB carry out comparisons on background, regulations, how money is paid before a final decision is made.

9.6. Other Events All trustees will bring ideas to the next meeting. A Suggestion Box will be available for residents and attendees.

10. Past and Future Events

10.1. Music Live: Very successful in terms of number of musicians, audience and bar takings but trustees expressed some concerns about numbers and fire doors being blocked. IC reported that discussions have already started with Carl Hynes to address these and other issues. He will report back to the next meeting.

10.2. Bingo: Discussion on prices led to the decision to raise the price to £6, with raffle being £1 per strip or 50p per ticket. CD will be on the bar, CMJ and/or HM will help SP with ticket sales, GL/CMJ will do calling/running and GB will organise necessary floats. Setting up will be from 6.30 on the evening.

10.3. Ideas For Funding Events: deferred to the next meeting

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11. Any other Business

- 11.1.** HM asked for cover for Cushion Club. CD will stand in.
- 11.2.** Repair of tablet is being undertaken.

12. Next Meeting: Tuesday 4th April at 8pm in the Village Hall