

FRICTWELL VILLAGE HALL CIO

Minutes of Meeting held on 2nd May 2023 at 8pm in the Village Hall

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

1. **Apologies:** Sarah Penkethman (SP) 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 4th April 2023**
Minutes were approved and signed as a true record.
4. **Matters Arising from the Meeting Not Covered by the Agenda**
 - 4.1. **Parents and Toddler Group Wendy House:** no proposal having been received, the matter was not discussed.
 - 4.2. **Volunteer Help with Cleaning:** CD has met with her; she has been in once and been very efficient. CD had paid her £10, which came out of petty cash, although it had previously been established that it would be on a voluntary basis. Discussion followed on whether or not she is an employee of the trustees as a result of this payment. If she is considered a casual worker with no guarantee of work then she will have no employment rights. **CMJ will look into the matter further.**
 - 4.3. **Catering Diary:** HM has spoken with the person at CDC to clarify the situation and been told that for one-off, ad hoc occasions there is no need for completion of the catering diary. A general check list was suggested, which GL and HM will draw up. GB will continue to complete the diary for regular weekly wet sales.
5. **Decisions taken since the last Meeting**
 - 5.1. **Letters to Councillors:** CMJ has written to Councillors, Helen Mack and Kevin Larner but received a reply from one person (Helen Mack). A little more time will be given before asking for a response. **HM to follow up that sent to Victoria Prentice MP.**
 - 5.2. **Noticeboard:** has been repaired free of charge as it is still under warranty. The Parish Council section was wide open recently, with notices on the ground. Trustees will check on it whenever passing and make sure it is locked. It was suggested that bluetak be used to fix notices. **GB to purchase, along with sticking plasters for the first aid box.**
 - 5.3. **Insurance:** all is in order, documents sent to HM. Investigation into cheaper options need to be made in advance of renewal date, possibly by going in person to the Bicester offices of A Plan. **CS will investigate these two options, along with Policy Vee who insure the Community Fridge. Tessa Hall will also be approached for advice.**
 - 5.4. **Fish and Chip Van:** has been booked for Friday 30th June at 5.30pm which will mean opening the Hall earlier. Pizza Boys are considering coming, but there has been no reply from Oxfordshire Foodies.
6. **Financial Report**
 - 6.1. **Balances in FVH Accounts:** GB presented the budget to date (see attached) and made the following comments: the colour coding indicates the state of the item in relation to the budgeted amount. Cost of sales is over budget because it includes costs of £854 where the profit went into the New Hall Account, so is shown elsewhere. Other incomes are in line with budgeted amounts. Expenses coded amber are presently over budget by reason of when the bills are paid, e.g. electricity costs will start to decrease for the summer months, but are likely to be within budget by the end of the year. Annual Insurance will remain over budget by £19.47. the operating profit for April was £1420.20.

6.2. Balances in NVH Accounts: GB presented the accounts for the New Village Hall. The deposit for the band at the Coronation event was paid from this account under the mistaken impression that this was a designated fundraising event but this was not the case. If there are any profits after all expenses have paid then they will be transferred to the NVH Account. In future there should be clarity about whether or not an event is a designated fund raiser.

7. Buildings and Maintenance

7.1. Tables: Following Quiz Night it had been pointed out that all the tables were unsafe and two should no longer be used due to them being put down wrongly. They had been repaired on the spot but they need to be reviewed regularly. After Quiz Night would be a good time to do so and repair any if necessary.

7.2. Storage Cupboard: The Keep Fit Group has asked if they could have a cupboard in the lobby for their equipment. This would reduce the space in the lobby for when the Hall needs to be cleared of all or excess tables. **Agreed that they be offered more cupboard space and if this will suffice then a space will be cleared for them. HM to inform Sue Merry.**

7.3. Fire Door: Needs to be painted now that the weather has improved. HM to ask DW if he can get the paint at a discount as he has done in the past.

7.4. Floor: Has been dry recently but it needs to be monitored following heavy rain.

8. Village Hall Logo

The majority of trustees were in favour of the multicoloured version, with one abstention who had no strong opinion. GB has informed CB who will also do a black and white version to save printing costs. There was only one suggestion of change of text, putting Village Hall above Fritwell, which is being discussed, and it was decided to omit CIO.

9. IT Proposal Update

9.1. CS is meeting with Rob Jones, who set up the website, to discuss options for cloud storage, corporate emails, full email server, gmail. He will make no decisions in advance but will discuss the CIO's requirements and write a formal proposal for discussion at the next meeting.

9.2. OCC Gigabit Project: CS reported that OCC is funding capital costs of deploying fibre to the premises (FTTP) infrastructure to village halls under the gigahubs project. They will also pay for three years' service, after which the CIO would have to pay for ongoing costs of £40-£50 per month, similar to present costs but for 1000Mb as opposed to the 30 we have now. It will depend upon whether BT are likely to provide FTTP commercially. He has been in contact with OCC about the project and there are several points in favour of the CIO being a part of the project. CS has registered the CIO has having an interest in the project.

10. New Hall Subcommittee

10.1. Update on Terms of Reference and Structure

10.1.1. HM expressed her misgivings about the process undertaken by the subcommittee relating to the Terms of Reference (TOR). She clarified that the CIO should be formulating the TOR, and that any amendments should be made by the CIO under an agenda item of a full meeting. However, she noted that significant amendments had been made, along with those agreed at the last meeting, without any involvement of the CIO, save for them coming as a proposal for approval. This seemed to her that the subcommittee were telling the CIO what they wanted rather than the other way round. Furthermore, there had been no reference to the TOR being discussed at the subcommittee in either the Minutes of the previous CIO Meeting or in the agenda for the Subcommittee. There followed a discussion during which members of the Subcommittee tried to explain that the structure discussions at the Subcommittee needed to be reflected in the TOR and that was why the amendments had been made and brought back to the CIO for review and

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approval, alongside the changes that were agreed at the previous CIO meeting. The meeting

continued by going through the revised TOR and HM suggested changes to the wording of some sections, which were noted. CMJ will take these into account when finalising the TOR which will then be circulated for approval at the next meeting.

10.1.2. The proposal that the CIO needs a Finance Policy was discussed and **Approved unanimously. GB to write a draft policy for the next meeting.**

10.2. Update on People: The proposal to appoint David Williamson as a Community Member of the subcommittee and Carl Barber as Casual Member was **Approved unanimously.** Extra Community and Casual members will be need as circumstances and needs change.

10.3. Update on the Build Project: The proposal to spend £600 from NVH Account for the Detailed Specification work to be started by Richard Walker was **Approved unanimously.**

10.4. Update on Fundraising:

10.4.1. The proposal to approve the Crowdfunding webpage was discussed, changes suggested and then **Approved unanimously**

10.4.2. Survey: trustees agreed to carry out the survey with user groups. GB stressed that they should not simply be handed out but time should be spent with individuals explaining the reasons for the survey and how it will help with funding will produce better results. HM will do TPCF, CD and IC will do Keep Fit and GL Forget Me Not Club.

10.5 Next Steps:

10.5.1 Timeline: needs to be completed as soon as possible and brought back to the CIO

10.5.2 Risk Assessment: will be undertaken at the next subcommittee meeting. HM clarified that the previously circulated proposal did not need any input from other trustees. The paper was not for discussion by the CIO as a whole.

10.6 Minutes of Previous Meetings: HM pointed out that although on the Agenda, the Business Plan had not been discussed, nor does it feature in the TOR. This should be completed before the Storyline for grant applications, which had been started some time ago but has not yet been completed. Minutes will be signed and kept in a separate file by SP, secretary to the subcommittee.

11 Future Events

Coronation Events: everything is coming together and all those involved in helping in one way or another will be informed of what is happening, when and by whom, along with the bar rota.

Flower Show: HM to send schedule to CD for updating

Sponsored Run: Sunday, 10th September. CD is walking the route this Friday to check it will be a circular route starting and ending at Souldern Village Hall. Advance publicity is needed to ask people to save the date.

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

Website: www.fritwellvillagehall.co.uk

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12 Any Other Business

- 12.5** GB is preparing for her six weeks away in the summer and asked that other trustees take over some of her jobs while she is away.
- 12.6** Marquees: GL asked if the Festival organisers could borrow the marquees again
Agreed
- 12.7** **Bar Rota:** SP had asked if more friends of the village hall could be asked to take a session on the bar for Quiz Nights to avoid burn out of trustees. CD will try and organise.
- 12.8** **Donation of Whisky:** HM has been given several bottles of good whisky for raffle prizes.
- 12.9** **Cash Box for Coronation Events:** GB will bring to the Hall on Saturday morning.

13 Date of Next Meeting: Tuesday, 6th June at 8pm in the Village Hall