



FRITWELL VILLAGE HALL CIO

Minutes of Meeting held on 6<sup>th</sup> June 2023 at 8pm in the Village Hall

**Present:** Cass Miller Jones (CMJ), Colin Smith (CS), Glynis Lowdon (GL), Gail Barnhill (GB), Ian Critchley (IC), Kelley Hood (KH), Vivienne Harding (VH) and Helen Metcalfe (HM)

1. **Apologies:** Sarah Penkethman (SP) and Christine Denton (CD)
2. **Declarations of Interest:** GB is involved with the Community Fridge and GL is a member of the PCC
3. **Minutes of the Meeting Held on 2<sup>nd</sup> May 2023**  
Minutes were approved and signed as a true record.
4. **Matters Arising from the Meeting Not Covered by the Agenda**
  - 4.1. **Blutak and plasters:** have been purchased and placed in the relevant boxes. Magnets for the noticeboard have also been purchased.
  - 4.2. **Insurance:** CS will follow this up in due course.
  - 4.3. **Storage for Keep Fit Club:** HM has clarified that cupboard space would be sufficient storage. Other Halls provide free storage for all regular users so Trustees might like to consider offering this to the Parish Council. KH reported that she thought this was not needed. **HM will clear a cupboard and inform the Keep Fit Club.**
  - 4.4. **Village Hall Logo:** GB had informed CB of the trustees' decision. To change the wording would affect the actual logo so was discounted. It is ready to go, just waiting for receipt of black and white version to save printing costs. HM will hold the originals for the records. Discussion followed on the transition to the new logo and it was **Agreed that it be used immediately for the website and Mailchimp etc but documents such as policies will be changed as they are reviewed.**
  - 4.5. **Bar Rota:** CD has approached volunteers and two have come forward. It was suggested that Trustees be asked for dates when they are available and that these could be recorded on the diary by putting initials on the relevant dates. Trustees also need to be informed of events that need trustees to run the bar for the CIO. In the meantime, the previously supplied rota for June will apply. **CMJ to email CD with questions on the bar rota in general, dates for volunteers and these suggestions.**
  - 4.6. **GB Absence on holiday:** GL, HM and CS have agreed to undertake ordering cleaning materials, wet sales licence diary and collecting beer. **KH agreed to carry out stocktaking and any additional bar shopping needed.**
5. **Decisions taken Since the last Meeting**
  - 5.1. **Wording for the Crowdfunding page was approved.**

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## 6. Financial Report

- 6.1. Balances in FVH Accounts:** GB presented the budget to date (see attached) and made the following comments: the position is holding steady, with all large invoices having been paid; she is waiting for the invoice for the gardening; electricity costs are reducing. Expenditure is going to plan and income is slightly higher due to bar sales at Quiz Nights. Savings account stands at £38,413 and the current account at £13,000. Trustees **Agreed that £1000 be transferred to the NVH Savings account.** IC suggested that, in the future, money could be transferred from one account to another to suit the circumstances, e.g. to match fund grants.
- 6.2. Balances in NVH Accounts:** GB presented the accounts for the New Village Hall. The balances stand at £7155, having increased by the receipt of a donation of £600 and profit of £377.60 from the Coronation events.
- 6.3. Draft Finance Policy:** GB had circulated this prior to the meeting and reported that she had used the ACRE policy as a guideline. HM had several comments to make and suggested additions. **Agreed: that HM will redraft the Policy in GB's absence on holiday taking account of her comments.**
- 6.4. Treasurer's Absence:** GB will be away for 6 weeks from 18<sup>th</sup> June until 7<sup>th</sup> August. She will be passing all passwords to SP who will be taking over treasure's duties. She already has a bank card. Trustees **Agreed that CS be allowed to use GB's bank card to purchase beer as necessary during her absence.**

## 7. Buildings and Maintenance

- 7.1. Volunteer Cleaner Payment:** CMJ had carried out research and come to the conclusion that payment in kind would be the most suitable answer. The volunteer had cleaned the Hall after the Coronation Brunch but HM had not paid her. **CMJ to check if this had been done by CD.** Following discussion, it was **Agreed that the best way forward would be for CD to be provided with Petty Cash vouchers to claim for payment from petty cash.**
- 7.2. Permission to Clear Undergrowth:** HM will contact Steve Gray to ask him to clear the undergrowth as soon as possible
- 7.3. Fire Door:** CD had been informed that on previous occasions paint had been given free of charge. **CMJ to contact CD to ask if paint had been obtained.**
- 7.4. Step Ladders:** HM reported that the ladder in the garage was broken and the one in the Hall is likely to damage the Hall as there are no rubber stops. **IC to check the height of the existing ladder and purchase one slightly taller.** Broken ladder to be disposed of.
- 7.5. Bins:** Waste bins in the Hall need to be replaced. **CMJ to purchase square bins if possible.**

## 8. IT Proposal Update

- 8.1.** CS does not yet have a final proposal to bring to the trustees as he is trying to keep it simple but ensure it meets the needs of the CIO.



**8.2. IT Clinics for Age UK:** In response to a conversation with a representative of Age UK, GB will liaise with them to provide free clinics for help with computers. These are focused on assistance on the older residents but are more like 1:1 sessions to suit all skill levels of ability.

## **9. New Hall Subcommittee**

**9.1. Approval of Terms of Reference:** there having been no further responses from trustees the revised **Terms of Reference were approved unanimously.**

**9.2. Minutes of the Meeting on 24<sup>th</sup> May 2023:** had been circulated before the meeting.

**9.3. Questions Arising from the Minutes:**

**9.3.1.** DW was to meet with RW that week but there was no update as yet.

**9.3.2.** Crowdfunding documents will be approved within 8 days

**9.3.3.** How is the term "Suitable survey responses defined"? This is not necessarily in terms of numbers of responses or whether the responses are favourable. There is no specific number in mind, the emphasis being on the provision of evidence for the storyline. It may be that a time limit be put on the collection of evidence via a survey. Any completed surveys should be posted in the FVH letterbox.

**9.3.4.** Storyline: there is no way of saying when this will be completed because, in addition to evidence needed, the timescale is dependent on CB's time available to work on it.

## **9.4. Fundraising**

**9.4.1. Approval of Promotion Methods for Crowdfunding:** IC and GB had been unable to circulate information in advance because discussion had raised further questions and discussion points. They suggested that Crowdfunding is not used for large donations since the fees would be high but it is more suited to those remote from the village or who want to sponsor participants in events. They need more information and people to help write copy to direct large donations to other methods, perhaps by listing all methods of donating. CS suggested targeting a young social medias marketer for advice. KH will try to contact someone who might help. Due diligence is yet to be completed but when this is approved then the page can go live without necessarily promoting it yet.

**9.4.2. Update on Casual Members for Fundraising Support:** GB has asked Eva Wheeler and Claire Walder to help with research on grants, so they are Casual Committee members. HM clarified that they have the right knowledge, skills and experience in line with the TOR. John Kately is also helping with grant research. They will not be attending meetings, reporting their findings directly to GB. Discussion followed on whether or not asking help from those already known to trustees as friends perpetuated the widespread impression that the CIO is run by a clique and might better prevent trustee burnout if they were used later. The difficulty of not knowing the skills of other residents could be overcome by holding an evening for those interested in offering whatever skills they have.

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**9.4.3. Calendar of Events:** GB is completing a spreadsheet on dates of future fundraising events and needs to know the names of those who have offered to run an event in aid of funds for the New Hall. She will be emailing Trustees and asked that all respond as soon as possible. A potential event is “An Evening with David Bradley” but decisions have to be made on timing, organisation and promotion.

**9.4.4. 4 Jars Suggestion:** Trustees **Agreed: that this method of gaining evidence will be trialled at Quiz Night.** It will complement the survey and could be used with Community Fridge customers.

**9.4.5. Fundraising Pack:** Although much of the necessary information is available in the Fundraising Policy, the Subcommittee thinks there should be a Fundraising Pack available for non-Trustees who are running a fundraising event. It should contain a Risk Assessment and other information needed to run the event safely and in line with the CIO Policy. GB asked for a trustee to volunteer to pull this together. **HM will start work on this, although she has misgivings about her ability to compile a Risk Assessment to an acceptable level.**

**9.5. Business Plan Update:** The first draft had not been circulated prior to the meeting. Instead, IC will be emailing a pro forma on how it should be structured. It will contain some items that may be unfamiliar to some trustees e.g. SWOT, so there will be explanations and trustees will be asked to fill them in. He will ask that they be returned by a certain date so that this can be progressed for the next meeting.

**9.6. Response from Victoria Prentiss MP:** HM will respond asking that she go ahead and contact Lord Benyon, Minister for Rural Affairs.

### 10. Future Events

**10.1. Flower Show:** In CD’s absence there was nothing to report. **CMJ to contact CD for an update. KH offered to help in any way.**

**10.2. Sponsored Run:** The route has been walked to confirm the distance. CMJ has concerns about the use of Souldern Car Park. **CMJ to contact CD for an update of outstanding actions.**

**10.3. Unused Raffle Prizes:** these will be used as a big Summer Raffle Prizes along with other, smaller prizes e.g. a hamper. Tickets will be sold in advance and drawn at the Flower Show but separate from the Flower Show Raffle. Tickets need to be ready for sale by the second or third week in July.

**10.4. Future Events:** KH is prepared to run more Bingo evenings but without the big raffle and with money prizes. This could be run alternately with the Pub Nights which are poorly attended. HM reported that the band which played at the Cocktail Party have a very wide repertoire of music and could tailor an evening to suit CIO specifications. She suggested a Christmas Event to attract those not often seen at events. KH suggested a New Year’s Party. If this is agreed then the band availability would need to be checked soon and booked early. Trustees will think about it.



- 10.5. For the next meeting this Item will appear higher on the agenda to ensure full discussion.
11. **Any Other Business:** GL has booked the Hall for Tuesday afternoon, 12<sup>th</sup> June for the Forget me Not Club, but has not received an acknowledgement. Trustees **Agreed that there should be a back- up for when the Booking Secretary is away. KH volunteered to undertake the role in CDs absence.** She will arrange to meet with CD to go through the processes involved.
12. **Next Meeting: Tuesday 11<sup>th</sup> July 2023 at 8pm in the Village Hall**