



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 11th July 2023 at 8pm in the Village Hall

Present: Cass Miller Jones (CMJ), Colin Smith (CS), Christine Denton (CD), Kelley Hood (KH) and Helen Metcalfe (HM).

1. **Apologies:** Gail Barnhill (GB), Ian Critchley (IC), Glynis Lowdon, (GL), Sarah Penkethman (SP) and Vivienne Harding (VH)

2. **Declarations of Interest:** None

3. **Minutes of Meeting Held on 6th June 2023**

Under Item 9.5 SWAT was changed to SWOT then the Minutes were signed as a true record.

4. **New Village Hall Progress**

David Williamson reported as follows: He will be receiving specifications from the architect (RW) by the end of the week. These will be standards of building and standards of insulation and not the method of construction. RW will be working to the revised Building regulations. He will then send them out to various builders asking for a quote, with a covering letter so as to receive an accurate estimation estimate. Prices given now would be indicative but DW believes that the inflation effect has already occurred. He will be asking for indicative prices at today's prices to assist the CIO to focus on fundraising, and make it clear that he is not asking for a tender. Other considerations will include lead time and time without a Hall which could influence the CIO's decision. Trustees agreed that it would be politic to include local builders on the list of those to be invited to quote. CMJ will contact Kerry Mellor to explain the situation. **Agreed: that DW be given permission to send out invitations to quote, subject to CIO approval of the covering letter.** DW is also investigating demolition firms, kitchen suppliers and toilet suppliers which will help to focus funding for smaller parts of the project. DW left the meeting.

5. **Matters Arising from the Minutes**

5.1 Insurance: research not yet begun.

5.2 Storage for Keep Fit Club: cupboard cleared and in use by the Club

5.3. Bar Rota: CD has been successful in getting more volunteers. After discussion it was **Agreed the existing rota would continue to be followed till the end of August**

6. **Decisions Taken since the Last Meeting**

6.1 To clear ivy from the fence: Thanks to CMJ and CD for carrying this out. They will contact the neighbour again in the near future.

6.2 Fundraising Updates for website approved

6.3 Data from Community Fridge has been collected.

7. **Financial Report**

SP had prepared the accounts. Trustees acknowledged the difficulty of taking over and working with systems other than their own. They noted that there was a negative profit but felt sure it was

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an accounting process rather than an actual deficit. CMJ will speak to SP. HM had checked the accounts and all was in order.

7.1 FVH Accounts Balances: Current £12,211, Savings Account £39,487; SP asked that the trustees consider keeping less in the current account in order to maximise the higher interest rate but this would necessitate revising the Reserves Policy.

7.2 NVH Accounts: Current Account £2082 (£72 spent on fundraising training), Savings Account £5014 (deposits of £252 from Music Live and £4.74 interest).

7.3 Finance Policy: the revised draft policy includes Aims and Responsibilities for clarity, and most of the first draft was unaltered and appears under Procedures. CMJ had not had time to read it so it will be on the agenda for the next meeting.

8. Future Events

8.1 Flower Show: CD reported that posters are up and all is in place to publish the Schedule. CS asked for an electronic copy for the website and Facebook page. Several village organisations are having stalls.

8.2 Raffle Prizes: KH reported that she had concerns about the caveats involved with the teeth whitening prize and question of insurance for the canal boat trip. This makes the prizes more complicated than initially thought. After discussion, trustees **Agreed to shelve the idea of a Summer Raffle. KH will speak to the donor about organising a different event to make the most profitable use of the prizes.**

8.3 Sponsored Run: CD reported that a volunteer is organising the registering and tagging. To enter will be £10 online and £12 on the day. A volunteer is organising T shirts. Discussion included entry fees for children, Souldern car park, the route of the course, position of marshals; after which trustees **Agreed that a risk assessment should be compiled for approval at the next meeting.**

8.4 Future Events: CMJ has contacted volunteers about potential events of charity football match in March or April and a Garden Party in June 2024. She will clarify if the latter will be organised by the volunteer or if she is simply providing the venue. Another possibility is a Brush Party. A volunteer-run Race Night in the Autumn is a possibility.

9. New Hall Subcommittee

9.1 Questions Arising from the Minutes: HM noted that work on the Risk Assessment had been deferred while the Business Plan was being developed and queried whether this meant that there was none in place at present. CMJ clarified that the original Risk Assessment had always been in place but it was in the process of being modified by IC. HM also queried the reference to developing a fundraising strategy since the Policy already includes one. CMJ clarified that the proposed one is more about how much money will be raised via the different strategies.

9.2 Crowdfunding Target: no target had been set for donations via the crowdfunding page. **Agreed that this is not necessary.** CS raised the issue of thanking donors. This is done automatically **but it needs to be edited to suit the project.**

9.3 Open Evening for Volunteers: This will take place In October or November to keep up the profile and recruit new volunteers. HM suggested a table/stall at all Village events e.g. the school Summer Party to publicise the project and keep it in focus.

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9.4 Business Plan: In IC's absence this was not discussed. Trustees were encouraged to respond to the requests for information if they have not already done so.

9.5 Fundraising Pack: HM had circulated the draft before the meeting. She explained the thought processes that led to the document. I.e. taking into account the relevant sections of the Policy and the Code of Practice; trying to make it user friendly, rather than prescriptive; it had been compiled with her own style of working in mind but recognised that trustees have different styles; that she had not included a risk assessment because it was difficult to do a generic one to suit all events. Discussion included the following points: as it stands it is likely to put off volunteers; that it is intended as a joint guidance for trustee and volunteer, not simply to be handed to the volunteer, should there be a check list. **Agreed that HM revise the document taking these points into account.**

10. Buildings and Maintenance

10.1 Fence: thanks were expressed to CD and CMJ for clearing the ivy. They will have a follow up meeting with the neighbour after a few weeks.

10.2 Cutting of Undergrowth: HM has informed the neighbour of the permission but it has not yet been cut down

10.3 Fire Door: Thanks were expressed to CD for completing this single handed.

10.4 Step Ladders: have been received but IC is to check if they are the right height.

11. IT Proposal

CS had circulated the proposal. Those trustees present were happy to accept it but since two subcommittee members were not present it was agreed to discuss it at the next meeting.

12. Any Other Business

12.1 CS has been approached by BT to renew the broadband with them. He is reluctant to do so until he has further information about the Gigahub. He has investigated Talk Talk who would provide a better service if we don't get the Gigahub.

12.2 HM flagged up for future discussion what items need to be stored in the Master File. With online storage there will be no further need for keeping many hard copies.

13. Next Meeting: Tuesday, 8th August 2023 at 8pm in the Village Hall.