



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 19th September 2023 at 8pm in the Village Hall

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

This was a short business meeting to allow time for SWOT analysis session to be run by IC

1. **Apologies:** Vivienne Harding (VH) and Sarah Penkethman (SP)
2. **Declarations of Interest:** GB is involved with the Community Fridge, Glynis Lowdon is on the PCC
3. **Minutes of Meeting Held on 22nd August 2023**
 - 3.1. GB asked that mention of the profit margin on drinks be removed as it is sensitive information that can be used by competitors. The majority agreed, so with this amendment the Minutes were signed as a true record.
4. **Matters Arising from the Minutes**
 - 4.1. **Bar Rota from end of September:** The question arose about putting initials of those running the bar on the calendar on the website. There were differing opinions on whether this was necessary so it was agreed to work on the new rota for October and November and revisit the subject in December. Trustees asked that they be informed in advance of outside events using the bar so that volunteers can be informed and sufficient stock ordered.
5. **Decisions Taken since Last Meeting:** None
6. **Financial Report**
 - 6.1. **Balances:** GB had circulated the information on balances before the meeting as follows: FVH Current A/C £4929, FVH Savings A/C £49,579. There were no questions.
 - 6.2. **Higher Interest Account:** GB reported that a Liquidity Manager Notice Account is available at an interest rate of 3.4%, with no access to funds for 35 days. A longer term of 90 days would yield an interest rate of 4.25%. After discussion it was **Agreed that a third FVH account be opened with a distribution of funds as follows: FVH Current £5K, FVH Savings £15K, LMN Account £30K**
 - 6.3. **Collecting Box Procedures:** the boxes will be kept in the drinks cupboard so can be accessed from there as well as from GB/SP. This will be added to the Protocol. **Agreed that the Protocol be approved.**
7. **Future Events**
 - 7.1. **Race Night: to take place on the evening of Friday, 10th November** and will be run by a volunteer who will provide everything. Trustees to run the bar.

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

Website: www.fritwellvillagehall.co.uk



8. New Hall Subcommittee

8.1. Minutes: had been circulated and there were no questions arising from them

8.2. Papers from the Meeting: Funding Research and Survey results had been circulated for information.

9. Buildings and Maintenance

9.1. Grass Cutting: CD had been approached by a resident about the possibility of his being given the mowing contract. **Agreed that the question be discussed in January at the end of the existing contract. CD to inform the resident**

9.2. Water Leak: GB reported that the meter had been smashed and there had been a leak since the last reading in July. She has organised repairs and re-evaluation of the latest account.

10. Any Other Business

10.1. **Insurance:** CS has investigated and will report back to the next meeting.

10.2. **Gigahub:** CS reported that FVH has been granted a Gigabit router, although it will not be installed until September 2024. This information was given verbally so he awaits written confirmation. Thanks were expressed to CS

11. Next Meeting: Tuesday, 3rd October 2023 at 8pm in the Village Hall.

SWOT Analysis

IC led the session, going over his previously circulated Briefing Note and circulating further question prompts. He will collate the suggestions and produce a comprehensive SWOT analysis for trustees.