



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 22nd August 2023 at 8pm in the Village Hall

Present: Cass Miller Jones (CMJ), Colin Smith (CS) Gail Barnhill (GB), Sarah Penkethman (SP), Ian Critchley (IC), Glynis Lowdon (GL) Helen Metcalfe (HM) and David Williamson (DW)

1. **Apologies:** Vivienne Harding (VH) and Christine Denton (CD)
2. **Declarations of Interest:** GB is involved with the Community Fridge, Glynis Lowdon is on the PCC
3. **Minutes of Meeting Held on 11th July 2023**
The Minutes were signed as a true record.

4. **New Village Hall Progress: Update from DW**

David Williamson reported as follows: He has sent out the specifications to six builders of whom one has declined and two have responded. Timberworks is for a factory-built Hall, delivered within a week and with a time scale of 3 months for completion. Caliber is for a more traditional build which would take six months to build and does not allow for demolition. Comparing like for like there is a difference of £100K. Trustees will have to decide if the shorter completion date is worth that amount. DW would advise going for the traditional build option as it will be easier to modify over time. Discussion followed on whether VAT would be reclaimable (it might be on a new build in any case there needs to be sufficient in the bank to pay the VAT up front); whether either firm would take part payment in kind.

Agreed: that DW will follow up on missing quotes to provide a minimum of three for grant applications. Sub Committee will keep a running tally of difference between quotes. Trustees to discuss closure period.

Thanks were expressed to DW and he left the meeting.

5. **Matters Arising from the Minutes**

5.1 Bar Rota: in the absence of CD, trustees will work with rota until the end of September and it will be discussed at the next meeting.

5.2 Gigahub: CS reported that the CIO is still eligible and in the running for this. Nothing has been decided yet. The present broadband contract ends this month, after which the CIO will pay the new rate of £10 per month more, in order to avoid the possibility of having to pay a significant amount to leave the contract. If the Gigahub does not materialise, CS will look at Talk Talk as providers

5.3. Raffle Prizes: CMJ will clarify with KH how the situation was left with the donors

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

6.1 To screen the World Cup Final and provide tea, coffee and open the bar

7. **Financial Report**

7.1 FVH Accounts Balances: The total is £55,295.19, with £39, 532 in the Savings Account, £14, 432 in the Current Account and £1331 in Petty Cash. This latter is high as a result of the Flower Show monies which has now been banked. GB explained that the CIO is losing income from interest

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

Website: www.fritwellvillagehall.co.uk



by having so much in the Reserve Account and that there may more profitable Savings Accounts. She proposed that the Reserves Policy be amended to read that reserves should stand at £4,000. Seconded by IC. **Agreed unanimously that reserves be £4,000. HM to amend the policy.** The query from the last meeting was because a transfer had been made from the current account.

7.2 NVH Accounts: Totals stand at £7355.50. This includes £689 from Crowdfunder which is in the Current Account. Payment of £720 has been made to the architect, Richard Walker.

7.3 Finance Policy: With the addition of procedures relating to the collection boxes and the provision that those stocking the bar can spend up to £700 without further authorisation, **the Finance Policy was Approved.**

8. Future Events

8.1 Flower Show: took place the previous Saturday. Cash taken was £720 following expenses being paid. When engraving has been done, profits are likely to be nearer £650. This was disappointing given the favourable weather, but understandable because there were fewer donations from the collections. Discussion followed on the low number of entrants to the Show, difficulties with getting volunteers and the viability of the event in the future. Discussion on the future of the Show and/or ideas for its improvement will take place in the new year. Reports and photos are on the website.

8.2 Sponsored Run: Has been cancelled by CD.

8.3 Beer Sales and Pricing: GB reported that several prices have risen nationally and to do nothing would see profits drop by 1%. Following discussion, it was **Agreed that prices be raised as follows: daft beer by 5p per pint, J20 by 5p, Doom Bar by 15p, Gin/Vodka shots by 35p and chocolate bars by 5p. It was further agreed that the CIO stop selling Rose wine.** GB reported that she would like to step back from being responsible for stocking the bar. It is possible that stocktaking can be carried out via Zettle. **Agreed that CMJ will investigate Tesco rules for online shopping for alcohol and GB and SP will investigate Zettle. IC and CS will take over the stocking of and collection of beer.**

8.4 Future Fundraising Events: **HM to talk to Kirsten Gett Phipps about a Race Night in the Autumn.** CMJ has contacted Anna Windsor and Pete Foley about future events.

9. New Hall Subcommittee

9.1 Committee Membership: SP has resigned as a Sub Committee member as she will no longer be able to attend evening meetings. She is, however, happy to continue to help out where necessary and when work can be done during the day. **HM will take her place to take Minutes, but does not feel she has the necessary skills and/or experience to do much more than that.**

9.2 Survey Results: Data has been collected but analysis has not yet been carried out.

9.3 Open Evening for Volunteers: CMJ has met informally with Jon Boyce and Daniel Kimber and discussed the possibility of broadening the scope of the evening to include other organisations. This would make it more of a Village event and bring in a wider audience. They also discussed running joint events. She will report back that trustees are supportive of the idea.

9.4 Business Plan: Nothing to report

9.5 Fundraising Pack: the revised advice sheet was approved.

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

Website: www.fritwellvillagehall.co.uk



10. Buildings and Maintenance

10.1 Ladders: new ladders purchased. One in the Hall and one in the garage.

10.2 Food Bins: The outdoor bin had been repeatedly found to be in a filthy and odorous state. The Community Fridge had been approached about the matter and improvements made.

10.3 Tina has sterilised and cleaned the mugs. Trustees might consider asking her to do a paid clean of the kitchen but there will be implications relating to employment.

11. IT Proposal

CS had circulated the proposal for the last meeting. **Agreed that he start putting it in place.**

12. Any Other Business

12.1 Raffle Prizes: GL reported that two expensive donated items had been kept from the Flower Show for future Raffle Prizes.

12.2 T Shirts: will be discussed at the next meeting.

12.3 CMJ thanked everyone for everything that had been going on throughout the summer and stressed the need for trustees to act as a team.

13. Next Meeting: Tuesday, 19th September 2023 at 8pm in the Village Hall.