



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 3rd October 2023 at 8pm in the Village Hall

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

1. **Apologies:** Vivienne Harding (VH) and Ian Critchley (IC)
2. **Declarations of Interest:** GB is involved with the Community Fridge, Glynis Lowdon is on the PCC
3. **Minutes of Meeting Held on 19th September 2023**

Item 3.1 was amended, as it contained commercially sensitive information. The revised Minutes will be signed at a later date.
4. **Matters Arising from the Minutes**
 - 4.1. **T Shirts:** CD had made enquiries about the costs of providing promotional T Shirts for sale and had circulated a mock up. She will carry out further investigations before the matter is taken any further.
 - 4.2. **Stocking the Bar:** Stock has been loaded on to iZettle inventory which has made it a lot easier to determine when and what to order and had meant that only two shops were needed last month. CMJ clarified that online orders from Tesco could be made and the Click and Collect service could be used to save shopping and collections could be tied in with beer collections. In the light of the revised system GB will continue to be responsible for stocking the bar. The original minimum stock amounts to be held remains the same
5. **Decisions Taken since Last Meeting:** None
6. **Financial Report**
 - 6.1. **Balances:** FVH Current A/C £5,550, CMJ clarified that the profit includes moving £5,000 to the savings account. FVH Savings A/C £49,579. NVH Current A/C £3343, NVH Savings A/C £5032. The new Liquidity Manager Account has been opened, with a transfer of £30,000 and 35-days' notice given should it be necessary.
 - 6.2. **Total Assets:** GB reported that total monetary assets of the CIO stand at £63,504 in the bank, £806 in cash so the total net worth is growing. This, together with pledged \$106 money of £32,700 from Cala Homes, means that the CIO could match fund grants to a value of £97,000.
7. **Future Events**
 - 7.1. **Race Night 10th November:** HM had circulated information from the volunteer who is running the event. She clarified with trustees as follows: the existing licence will cover the evening; entry tickets will not be used, although checks on numbers attending will be needed; trustees will run the bar and sell hot dogs, HM will do a rota. The suggested

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Facebook post and poster was discussed and it was **Agreed that the CIO will be responsible for publicity, with CMJ and SP to liaise on the poster.**

- 7.2. **Christmas Bingo 1st December:** KH will be asked if she is prepared to be involved, and if not, SP, GL and HM will organise and run the evening. Raffle prizes will be two Christmas Hampers and any remaining donated bottles of spirits. GB suggested an extra Single Flier Game.
- 7.3. **Village Update Evening:** Provisionally on Tuesday 14th November at 7.30pm. To date, it will involve the CIO, the Parish Council and the Playing Field but the Community Fridge and PCC will also be approached to take part. Each participating group will have 15-20 minutes to update residents on their activities. The CIO will open the bar and serve tea and coffee.
- 7.4. **December Dates:** Christmas Quiz, 14th December, Live Night, 16th December, Decorating the Hall, Saturday 9th December at 10.00am

8. New Hall Subcommittee

- 8.1. **Update on Business Plan Progress:** IC had circulated the completed SWOT Analysis, any further amendments were to be sent directly to him. It will now be incorporated into the Business Plan. IC will identify remedial actions and actions from the SWOT will be put into the Risk Register.
- 8.2. **CDC Grant:** a maximum of £25K is available for Village Halls and any grant awarded will have to be spent by 31st December 2024. CMJ suggested applying for project management costs.
- 8.3. **Quotes:** DW had forwarded various quotes as follows: demolition £21K -£23K, Solar Panels, £17.5K, Bathrooms £8K, Tiling and Floors £18K. Queries on the two latter quotes were raised but these give GB the necessary information to approach local suppliers to contribute in kind. DW will be invited to attend the next Sub Committee Meeting.
- 8.4. **Fundraising Strategy:** has been developed by GB, identifying six funding sources, having learnt from the past when reliance was placed on one funder, and minimise the risk of failure. It will be an agenda item at the next Sub-Committee Meeting.
- 8.5. **Surveys:** Rob Jones can make recordings of those surveyed to accompany grant applications and he is prepared to develop a survey for non-users of the Hall.

9. Buildings and Maintenance

- 9.1. **Water Leak:** has been fixed, groundwork to be completed on 4th October
- 9.2. **Insurance:** CS is waiting for information from CMJ and GB on the fundamentals in the existing policy and any others needed before he can investigate costs and quotes.
- 9.3. **A Frame Storage:** Steve Baker has moved it to another barn where it can remain for the foreseeable future.

10. IT Proposal

- 10.1. CS reported difficulties about email addresses with Google has meant delay in putting his proposal into place.

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10.2. CS has received written confirmation of the Gigabit Hub. He will circulate to trustees.

11. Any Other Business

11.1. **Football Match:** CD to check with Pete Foley.

11.2. **Portrait of the King:** HM to purchase framed portrait.

11.3. **State of the Hall:** GB suggested a clean and spruce-up of the Hall as she thinks it looks shabby. She will obtain a quote for a deep clean.

12. Next Meetings: Tuesday, 7th November and Tuesday 5th December at 8pm in the Village Hall.