



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 5th December 2023 at 8pm in the Village Hall

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

1. **Apologies:** Vivienne Harding (VH) and Sarah Penkethman (SP)
2. **Declarations of Interest:** GB is a committee member of the Three Parishes Community Fridge (TPCF), Glynis Lowdon is on the PCC
3. **Minutes of Meeting Held on 7th November 2023**
The Minutes were signed as a true record.
4. **Matters Arising from the Minutes**
 - 4.1. **Portrait of the King:** has been purchased and will be put in place after the Live Music Night when the curtain will be removed.
 - 4.2. **Request from the Community Fridge:** GB has informed TPCF of the decision to allow use of the Hall for the whole weekend in December in return for a payment of £100. They are very grateful.
 - 4.3. **Noticeboard:** a catch has been fixed.
 - 4.4. **Cala Request re Parking:** CD has notified Cala of the decision but use of the car park has not yet begun.
 - 4.5. **Decorating the Hall:** the previously arranged date is now unavailable because of the TPCF use of the Hall. It will now take place on Monday 11th December (GL and HM) and Tuesday 12th December at 7pm (CMJ, GB, CS, CD, IC)
 - 4.6. **Report from Jon Boyce on Funding Meeting:** nothing has been reported to date.
5. **Decisions Taken since Last Meeting:**
 - 5.1. To approve moving £2K from each of the two current accounts to the corresponding savings account to take advantage of favourable interest rates
 - 5.2. Approval of What's On poster for December
6. **Financial Report**
 - 6.1. **Balances:** Accounts and Budget update as at 30th November had been circulated (See attached). Interest rates on savings accounts are 3%.
 - 6.2. **Budget:** Excess of £438 for licences will be negated by payment of the recent invoice for the PPL PRS licence. Capital Expenditure of £5000 noted in the accounts expenses does not appear in the budget as it was not itemised in the in the original budget. HM reported that the Cushion Club deficit will be negated by a payment of the petty cash. GB asked that this wait until after the December film, as she is hoping to complete the accounts early. She will

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be resigning as treasurer in the new year as she will be unable to do this work as well as fundraising. She has approached SP to take over as treasurer.

- 6.3. Total assets** are £98500 (including Section 106 money and cash) so the target of £100K by the end of the year is achievable, given there are three events before Christmas

7. New Hall Subcommittee

7.1. Questions Arising from the Minutes of Meeting on 21st November: None

7.2. Business Plan Third Draft: IC explained the third draft as follows: It is unlike many plans in that it is based on Acre advice and guidelines; the Executive Summary is yet to be added, following discussion by the CIO, as well as final pagination; completed trustee profiles are needed to show that the management of the CIO is carried out by a body which is representative of the people of Fritwell. It reflects IC's own style, is not set in stone, but is for discussion, particularly those parts that are IC's own thoughts, have not been agreed by the full CIO body and are annotated in the text. He acknowledged that it will take some time for trustees to process the document, but asked that questions and comments be made to him in time for the next meeting. In the meantime, he will ask a volunteer who has experience of Business Plans, to give a neutral opinion, after he has given her the context of the plan.

CS clarified that the audience will be grant funders and that the Plan would be tailored to suit each one in order to make the style consistent. Most are likely to use the executive summary, but there could be a precis of each section if necessary. Most of the required data is present in the plan, but it will need to be updated constantly, and there will be an additional survey of non-users.

HM questioned the relationship between the Plan and the storyline that had been started by Carl Barber. Work on that had been stopped, but parts of that had been used in the Plan in places. It is likely to be of more use for marketing purposes and it will be revisited now that the Business Plan is almost completed.

7.3. Fundraising

7.3.1. Buy a Tile Campaign has been launched, with leaflets being distributed at events and to dwellings, as well as publicising it on the website and social media. For those with no online access the donation form is being amended and copies will be placed in the shop by the end of the week.

7.3.2. Timeline for Grant Applications: GB had circulated to trustees. It can be used by trustees to explain, when questioned, the grant funding process. Copies will be placed in noticeboards and in the Hall.

7.3.3. Next Steps: there is already a list of volunteers to help with grant applications which will be added to. In January this group will be drawn together, along with others who might help in securing donations in kind, sponsorships and following up on actions. GB is investigating the cost of hiring a professional grant writer, there being many advantages for doing so. The main disadvantage will be whether or not it is affordable.

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7.4. Continuing need for the Subcommittee: HM wondered if the subcommittee should be disbanded for a time, given that the main topic is funding and GB could report straight to the CIO trustees. This would mean one less meeting, particularly if there are to be extra meetings for volunteers. DW has said that there is little for him to report at the moment, the Business Plan is virtually completed so it might be worth considering. It might mean that CIO meetings are longer. It will be an Agenda item at the next meeting.

8. Past and Future Events

8.1. Race Night and Bingo and Village Update Evening: the two fundraising events had disappointing attendances, both being at least ten people short. Because of this, expenses were high on both, although mince pies and hot dogs can be sold at other events. Sue was delighted to be calling again and it was a good reconnection.

8.2. Christmas Quiz Night; all is in hand. Need to be reminders of the early start before the day.

8.3. Live Music Night: all is in hand. Bar personnel to be the same, free mince pies.

8.4. Christmas Day Bar: 12.00 – 2pm, Wheelers on the bar.

8.5. Trustees Coordinating Events: CD for the Fun Run; HM Transatlantic Row and Garden Party. CD for T shirts, IC for David Bradley, probably towards the end of March

9. Buildings and Maintenance

9.1. Waste Bins: Indoor bins are being used properly; CS has made a polite notice for the outdoor bins.

9.2. Cleaning the Hall: Deep clean booked for January; Gina will now carry out ad hoc cleaning where necessary.

9.3. Roof: There is a wet patch in the ceiling following heavy rain. **GL to ask DK to have a look at it.**

10. Any other Business

10.1. Sand bags for community use to prevent flooding are being stored under tarpaulin behind the garage

10.2. Bookings for the new year are looking good. A portfolio of photographs of various events might help potential hirers to see what can be done to the Hall for events. **CMJ to ask KW**

10.3. Shared One Drive: CS is exploring levels of security, which were proved to be inadequate after a trial run. Non private emails can be sent via the FVH email account. A Whatsapp group will be set up in the new year.

10.4. Sound System: the replacement amplifier is inadequate, being for a guitar. There are other options to be pursued before deciding to buy a new system.

11. Next Meeting: Tuesday, 9th January 2024 at 8pm in the Village Hall

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