



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 7th November 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), Sarah Penkethman (SP)

1. **Apologies:** Vivienne Harding (VH) and Colin Smith (CS)
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 3rd October 2023**
With a change to the date of the next meeting, the Minutes were signed as a true record
4. **Matters Arising from the Minutes**
 - 4.1. **Stocking the Bar:** the new system is working well, with only two shops per month. We are carrying more stock as a result of fewer shops.
 - 4.2. **King's Portrait:** Yet to be purchased.
5. **Decisions Taken since Last Meeting:** None
6. **Financial Report**
 - 6.1. **Balances:** FVH Current A/C £5,617 The profit includes moving £5,000 to the savings account. FVH Savings A/C £19,665. Liquidity Account 30,073. See attached accounts. NVH Current A/C £3583, NVH Savings A/C £5038. Totalling £63,976. This does not include cash holdings of around £500. Half Cala Homes payment will come to the CIO when half the houses are sold, the rest is due on completion. This could be any time after August 2024. Overall, the CIO is operating at a profit and is in good shape.
 - 6.2. **Budget:** GB reported that water costs may be over budget as she is still chasing a refund of payment for ground works. The CIO is eligible for a grant of £500 towards electricity from the Business Support Fund, which will be useful in offsetting the ending of the cheaper tariff as winter approaches. IC and GB have researched the costs incurred by other neighbouring Halls and discovered that FVH pay significantly more than them for electricity. Cleaning is also likely to be over budget. Again, this is significantly more than Ardley Village Hall in spite of there being more hirers for Ardley Hall.
7. **New Hall Subcommittee**
 - 7.1. **Minutes of Meeting on 24th October:** had been circulated to trustees for information.
 - 7.2. **Questions Arising from the Minutes:** None
 - 7.3. **Review of Terms of Reference re Fundraising:** CMJ clarified that the ToR do not, in fact, state that the subcommittee has responsibility for fundraising events as stated in the Minutes. It had been the case in one version but been removed in the final version. All

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trustees share responsibility for running events. CD had always thought that the subcommittee should be concentrating on new Hall work and the rest on events, but there will be a crossover.

- 7.4. Fundraising Strategy:** had been circulated along with the summary pages. GB went through and explained some of the sections as follows: **Grants:** previous efforts to provide a new Hall had relied on only one grant funder, the CIO will apply to many of varying sizes. **Individual Giving:** Suggested projects are “Give a Gift for Christmas”, a “Buy a Tile” drive which would be done through Crowdfunding. Tiles cost between £4 and £9 plus installation. Discussion centred on the amount to be donated to cover costs and it was **Agreed: that an indicative price be given and the amount of the donation be left to the donor.** GB and SP will draft a request and circulate it for approval. GB then went through the targets for each source of funding, after **which IC proposed that the Strategy and its recommendations be accepted. Agreed unanimously.**
- 7.5. Confirmation of Traditional Build for New Village Hall:** HM had identified and circulated previous records of this and the reasons for it. **Trustees formally confirmed that the New Village Hall will be of a traditional build.**

8. Future Events

- 8.1. Village Update Evening:** 14th November at 7.30pm. all village groups will be doing a short presentation followed by any questions. The Hall will be set up as for previous meetings for residents, with the screen set up and RJ videoing for those who cannot attend. CMJ will summarise where the CIO is in relation to funding, an explanation of how residents can help and ask for volunteers. The bar will be open and tea and coffee served.
- 8.2. Race Night: 10th November 6.30pm:** HM confirmed that all is under control with Kirsten, who will be setting up in good time. HM will organise a bar rota and purchase of hot dogs etc. These to be priced at £2. CMJ will post on Facebook that cash will be needed for entry (£1) and bets (50p each).
- 8.3. Christmas Bingo:** SP has everything in hand. Posters to be laminated etc, plenty of books, machine to be returned by Sue G in time. GL will advise on setting up the Hall during the afternoon, SP has the raffle prizes in hand and they include the whisky from the Flower Show. Mince pies will be on the tables and tea, coffee and soft drinks available.

9. Request from Community Fridge

TPCF has asked to use the Hall for the three days of 8th/9th and 10th December to build the 300 or so hampers that they give out at Christmas. This has previously been carried out at Heyford School but this is no longer available. Security could be a problem but **Trustees agreed to the use of the Hall** and discussion focussed on how much to charge to cover running costs for three days. All were agreed that the CIO's relationship was extremely beneficial in terms of grant applications and that the full hirers fee should not be paid. There was disagreement on whether there should be a charge at all. After discussion, CMJ proposed that the CIO ask for a donation of £100. It was put to the vote, the result being 3 in favour of the proposal, 2 against and 2

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abstentions (one of the latter being GB who, because of her declared interest, could not vote) It was, therefore, **Agreed that GB report back to TPCF with the request for a payment of £100.** It was noted that the previously arranged date for decorating the Hall will need to be rearranged.

10. Building and Maintenance

- 10.1. Insurance:** CS had circulated quotes from various insurers in preparation for the renewal of the policy. They will be revisited in March, when consideration must be given to the levels of cover needed. Trustees were pleased that there are alternatives available and that the issue will be addressed in good time
- 10.2. Cleaning the Hall:** the present cleaners have quoted £150 for a deep clean of the kitchen, toilets and Hall. Trustees **agreed to accept this and have the work carried out in the New Year.**

11. Any Other Business

- 11.1. Residents have requested the continued sale of Fever Tree Tonic which is more expensive. Agreed to do so and raise the price accordingly.
- 11.2. **T Shirts:** nothing has been done so far.
- 11.3. Discussions on Flower Show, Fun Run and Fundraising information talk will all take place in early in the New Year.
- 11.4. **The Noticeboard** remains closed but a clasp will be put on for extra security.
- 11.5. **Cala Request for Car Parking:** A request for 5 cars to be parked at the Hall, Monday - Friday at a fee of £5 per day per car. Following discussion, it was agreed to have a trial period of one month, with spaces specified and no parking on Tuesdays to accommodate the Toddlers group and Forget Me Not Club.
- 11.6. The Wheelers will run the bar on Christmas Day
- 11.7. Jon Boyce will attend, and report back from, a meeting on the subject of Village Hall Funding

12. Next Meetings: Tuesday, 5th December 2023 at 8pm in the Village Hall.