



FRITWELL VILLAGE HALL CIO

Minutes of Meeting Held on 9th January 2024 at 8pm at 5, Covert Close

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

1. **Apologies:** Vivienne Harding (VH)
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 5th December 2023**
The Minutes were signed as a true record.
4. **Matters Arising from the Minutes**
 - 4.1. **Position of Portrait of the King:** the black curtain belonging to Frets and Strings is still in place so the portrait cannot be put in place. Following discussion, HM proposed that the CIO ask that it be removed and the portrait replace that of the queen. A majority were in favour of doing so. **HM to approach Carl Hynes.**
 - 4.2. **Report from Jon Boyce on Funding Meeting:** CMJ had been in contact and been told that there was no new information to report. He had informed her of a new round of funding from the Rural Prosperity Fund. Notification of this had been sent to HM by Tessa Hall. Last year's application to this fund had been turned down as the CIO did not match the criteria. HM forwarded the email from TH to GB. **CMJ to follow up on whether any of the conditions have changed, making it worth re-applying.**
 - 4.3. **Whatsapp Group:** is not yet in place.
 - 4.4. **Sound System:** has improved with the loan of a different amplifier from IC, so there is no need to purchase a new system at present.
5. **Decisions Taken since Last Meeting:**
 - 5.1. Approval of Watson Poster: there are few events in January so CMJ will do another for February/March. Meanwhile, notification of regular events is on the website and CS has sent them on mailchimp. He encouraged Trustees to open Mailchimp Emails and check new web posts for accuracy and also to be aware of what was being published publicly in Trustees' names. He was happy to take corrections from Trustees. He said Mailchimp allows us to see which subscribers open emails and Trustees are often not opening them.
6. **Governance**
 - 6.1. **Annual Review of Policies:** While not all Trustees had had time to read them the review went ahead. HM will check all policies for American spellings, presence of Review date and

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up to date version of policy, and they will all be transferred on to the template with the new logo. Amendments will be made as follows:

- 6.1.1. **Donations Policy:** change the amount to be raised to £600K. Clarify Refund of Donations by adding CIO's Donations Policy.
- 6.1.2. **Fundraising Policy:** Change the amount needed to £600K, insert references to Funding Strategy and Checklist for Volunteer fundraisers where appropriate.
- 6.1.3. **Complaints Policy:** add information on CIO email address and ensure a copy is on the noticeboard outside the hall
- 6.1.4. **Conflicts of Interest Policy:** remove phrase "leave the room" when an interest has been declared.
- 6.1.5. **Equal Opportunities Policy:** amend typing error.
- 6.1.6. **Health and Safety Policy:** remove phrase relating to keeping fire doors clear as there are other exits even though they are not officially fire doors. Retain sentence about recording incidents/breakages in the Accident Book and review it at each meeting. Check information available in the kitchen for hirers.
- 6.1.7. **Reserves Policy:** retain reserves of £12K, change designated funds to CIO accounts, remove reference to Covid
- 6.1.8. **Safeguarding Policy:** it was established that hirers, in agreeing to the Terms and Conditions of Hire, vouchsafe that they have read the policy. Check that information in Appendices is up to date.
- 6.1.9. **Volunteers Policy:** add reference to Volunteers Advice Sheet
- 6.1.10. **Whistleblowing Policy:** No changes
- 6.1.11. **Finance Policy:** add collecting Boxes to Income procedures, debit card information to Payment procedures

6.2. **Annual Review of Financial Checklist:** trustees went through the checklist, making changes where necessary to bring it up to date following actions and decisions made in 2023.

6.3. **Vacancy for a Trustee:** the vacancy created by the resignation of KH has not been filled. CMJ will publicise it on Facebook.

6.4. **Appointment of Treasurer:** as previously advised, GB no longer has time to do both funding for the New Hall and other treasurer's responsibilities. No other trustees were willing to take over, so it was **Agreed: that SP will take over all treasurer's duties relating to all accounts and GB will be Treasurer for Fundraising.** This division of duties may have to change as building the Hall gets under way.

7. Finances

7.1. **End of Year Balances in FVH Accounts:** see attached accounts. Total, including cash, is £58,001.15. Cost of cleaning is being raised by 12% for 2024 which will make a significant difference to costs.

7.2. **End of Year Balances in NVH Accounts:** see attached accounts. Total is £9303.73. Overall, the CIO is in a very positive position, having been very close to £100,000 at the end of 2023.

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7.3. **Any other Financial Business:** None

8. New Hall Sub Committee

8.1. **Business Plan:** nothing further has been done since the last meeting. The Executive Summary will be completed when all trustees have forwarded their comments to IC. **All comments to be received by IC by 20 January, then CMJ to help format with an auto-generated contents page and IC to draft executive summary with aim for final version to be ready for February meeting.**

8.2. Fundraising

8.2.1. **Update on Crowdfunding and Buy a Tile:** Crowdfunding has raised £900 and Buy a Tile £575, from a total of 33 supporters, not all of which are regular supporters of the CIO. £318 is to be claimed on Gift Aid. The Buy a Tile project will be refreshed every 7 weeks throughout the year. A form for those donors who cannot access online payments can now do so via a donations form. CS will put it on the website so that it can be downloaded.

8.2.2. **Update on Professional Fundraiser:** GB reported on her research which led her to focussing on four companies. All were community focussed, work with smaller charities and are reasonably local. All provide similar services, so there are further questions to be asked e.g what is their level of success, relationship with other funders, knowledge of other channels of funding, training of trustees and a cost/benefit analysis needs to be carried out. Next steps are to get together with volunteers to identify how much time can they give and what the CIO might want from a professional fundraiser. The meeting will be at IC's on Tuesday 16th January at 7.00pm if other trustees would like to attend.

8.2.3. **Update on Timeline for Grant Applications:** To be addressed at the next meeting

8.2.4. **Meeting with Fundraising Volunteers:** not covered as time was running short. To be addressed at the next meeting.

8.2.5. **Meeting with Debbie Raven:** Sunday 14th January at 2pm in the VH. Trustees agreed that she might be able to address some of the questions raised under 8.2.2.

8.3. **Purpose and Continuation of the Subcommittee:** not discussed. To be addressed at the next meeting.

9. Future Events

9.1. **Past Events:** not covered through lack of time

9.2. **David Bradley Event: 27th January 7.30 pm:** arranged by IC, GB, CS and CD. Standing only (apart from disabled) with a maximum of 70. Tickets only available through an online ticket agency which will provide e-tickets. There are strict rules about not buying for another person and getting paid for them. Local residents will be given a chance to get tickets early either at the Quiz Night or by a link circulated before it goes public on 12th January. Help will be needed on the door and for the bar. CD had arranged for two people to cover the bar but trustees suggested there be a rota to include more trustee volunteers.

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9.3. **Disco in February:** now likely to be in March but not discussed further.

9.4. **Future of the Flower Show:** to be addressed at the next meeting.

10. Buildings and Maintenance

10.1. **Roof:** work on leak has been done by DK. CMJ had thanked him but trustees **Agreed to give a voucher for a meal at the White Horse Kings Sutton to the value of £100 which GB will organise**

10.2. **Heating:** two heaters not working and in need of repair (now fixed)

10.3. **Lights and Sockets:** not discussed.

10.4. **Deep Clean of Hall:** not discussed

11. Any Other Business

Cala Homes Parking: for payment of £550 per month there would be 8 cars from 8.30 to 4.30. Concerns were raised about the number cars as it had been previously minuted as for 5 cars. CD to liaise further with DK and Cala but it can be tried out to see how it works.

12. Next Meeting: Tuesday, 6th February 2024 at 8pm in the Village Hall