



FRITWELL VILLAGE HALL CIO

**Minutes of Meeting Held on 6<sup>th</sup> February 2024 at 8pm at the Village Hall**

**Present:** Cass Miller Jones (CMJ), Gail Barnhill (GB), Helen Metcalfe (HM), Christine Denton (CD), Colin Smith (CS), Mick Stiff (MS)

1. **Apologies:** Vivienne Harding (VH), Ian Critchley (IC), Glynis Lowdon (GL), 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 9<sup>th</sup> January 2024**  
With the amendment suggested by CS made, the Minutes were signed as a true record.
4. **Matters Arising from the Minutes**
  - 4.1. **Position of Portrait of the King:** the curtain has been removed and the portrait of the late Queen has been removed. The new portrait can be positioned. CD reported that the Parish Council are also providing a portrait. **HM to check.**
  - 4.2. **Policies:** updates have been carried out and sent to CS for addition to the website. The Health and Safety Policy referred to the accident book being examined at each meeting. HM had done so and there were no entries since 2022. Trustees will add incidents related to breakages and repairs as they arise.
  - 4.3. **Vacancy for a Trustee:** MS has agreed to become a trustee and attended the meeting to familiarise himself with the procedures of the meetings. He will be appointed formerly at the AGM in March.
  - 4.4. **Vouchers for DK:** has been purchased and will be delivered with an accompanying note of thanks by GB.
5. **Decisions Taken since Last Meeting:**
  - 5.1. Approval of Whatson Poster: CD will take over responsibility for its production from the next edition.
6. **Finances**
  - 6.1. **End of Year Accounts:** these have been completed and circulated. (See attached). A note will be added to the end of the FVH Accounts to explain that some of the bar takings were transferred to the NVH Accounts. CMJ suggested breaking down the NVH donations income to reflect the different funding streams. GB proposed, CS seconded and it was **Agreed that the Accounts be approved and accepted.** The accounts will now go for audit. Thanks were

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expressed to GB and SP for the work to present the accounts. All business related to the accounts has now been passed to SP as FVH Treasurer.

- 6.2. Budget 2024:** The draft budget was presented, with explanations for variations from last year as follows: bar income in 2023 reflected two large parties which are not anticipated in 2024; Sundries in 2023 included bank interest which is now a separate item; talks are a designated NVH event so any income will go to those accounts; wifi expenditure might be less. **CS to contact OCC gigahub regarding the router;** licenses are double in 2024 because the invoices came too late to be included in 2023. **The budget was approved.** Thanks were expressed to GB and SP for the work to present the accounts and budget.
- 6.3. Any other Financial Business:** on 6<sup>th</sup> February the total assets (including Section 106 money) was £101,875. This information will be published at the AGM and in the Village Hall Update and on the website. CS suggested that alongside this information should be a photo/video of trustees with a short piece about each. It could also be posted on the noticeboard. **This was agreed.**

## 7. New Hall Sub Committee

- 7.1. Business Plan:** in IC's absence owing to sickness, GB reported as follows: feedback has been received from and it will be updated and finalised hopefully by the end of next week. This includes finalising trustee profiles by meeting with GL and then getting it formatted by CMJ. It will then go to the CIO for approval as the first version. IC is also meeting with Rob Jones to discuss his ideas for a survey of non-users of the Hall. Discussion followed on the need for a cash flow forecast as mentioned by the volunteer. IC will be asked to investigate what is needed in terms of the Business Plan.
- 7.2. Fundraising**
- 7.2.1. Meeting with Debbie Raven:** had been very informative and helpful even though the circumstances were very different. Of particular note was her emphasis on the importance of getting in touch with grant funders in person, before even applying for a grant so the CIO is known to them.
- 7.2.2. Meeting for Volunteers:** had taken place with GB, IC and 4 volunteers. 2 other volunteers had been contacted separately. Much of the discussion had focussed on the need or otherwise for employing a professional fundraiser. It concluded with the decision that further information was needed from other village halls.
- 7.2.3. Update on professional Fundraiser:** For further information, a number of questions have been compiled for use to each hall selected, though who will do what has not yet been decided. A member of the group has developed a project plan for coming to a decision by 26<sup>th</sup> April. CMJ suggested that this might be too late in the year so GB will try and bring it forward.
- 7.2.4. Update on Timeline for Grant Applications:** This item referred to the Project Plan minuted in 7.2.3 above and not to the previously published timeline which remains the same and was not discussed.

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### **7.3 and 7.4 Proposal to pause the Subcommittee and Form a Fundraising Subcommittee:**

Discussion included the need for a separate committee when the Terms of Reference already include provision for a fundraising work stream. A separate committee would need new Terms of Reference. CMJ is, at present, Chair of the Subcommittee but may not be able to continue in this role, so it will need some thought on her part. **Agreed:** that the present structure remain, with the focus now turning to fundraising. The committee will comprise 3 trustees (HM to take minutes etc), 6 Community members (including DW) and 1 casual member. GB will email the volunteers to confirm that they agree to be committee members. In the meantime, work on the donations in kind stream continues with DW identifying local builders and suppliers and obtaining a volunteer who will fit the kitchen free of charge. Minutes will continue to be kept and circulated to other trustees to reduce the need for verbal explanations at CIO meetings.

## **8. Future Events**

- 8.1. David Bradley Event:** a very successful evening, with a profit of £1,105. The online booking system was discussed. There is a fee from TicketSource which on this occasion was absorbed in the cost of the ticket. The CIO has an account, with CS and GB knowing the pin number for access, and can be used for any future fundraising event if the organisers want to use it. Overall, it was agreed that it made the ticketing much easier for both trustees and attendees and the necessary records of ticket holders were available and held by GB.
- 8.2. Frit Club:** a new event organised by CS and a volunteer to be held on March 9<sup>th</sup> at 7.30. Free entry, bar open, DJs. All is in hand, posters to be printed and placed round the village.
- 8.3. Flower Show 2024:** In the light of the very few entrants to the Show and reduced profit last year the viability of the show was discussed in view of the amount of work involved. CMJ had spoken with the Chair of the Playing Field Committee (DK) about the possibility of combining it with the Food Festival or making it a joint event in some other way. After discussion it was **Agreed that HM would speak with GL about the possibility of them running the Show again** with the following points to be taken into account: publicity, experience of other shows, provision of an attraction, reviewing the classes, involving the school and Scouts, reviewing the title of the show.
- 8.4. Future of the Cushion Club:** HM reported that if all costs were paid by the CIO, (she pays for DVDs and ice creams), there would be little or no profit. This, coupled with the consistent low numbers of attendees, the availability to watch films at home online and the work involved in running the Club puts the continuation of the Club in doubt. Refunds of annual subscriptions already paid could be refunded. **Agreed: the final decision would rest with HM following consultation with regular customers.**
- 8.5. Easter Bingo:** to be held on 22<sup>nd</sup> March. GB to speak with SP about charging for entry, reserving tables, provision of more games, non-money prizes. Sue Girling will be the caller again and HM will ask her ideas for new games.
- 8.6. Potential D Day Event in June:** HM and a volunteer are considering an event to mark the 80<sup>th</sup> Anniversary on the lines of an evening event with live music. It would be on Saturday, June 8<sup>th</sup>.

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8.7. **Dates for Future Events:** Live Night 16<sup>th</sup> March, Football Event likely to be later in the year. Cd is meeting with Pete Foley soon.

**9. Buildings and Maintenance:**

**9.1. Heaters and Sockets:** all have been repaired

**9.2. Deep Clean:** will be carried out on a Sunday at the end of February and everything except the walls will be cleaned.

**9.3. Fire Extinguishers:** a hirer had reported that one of the powder extinguishers was off the wall and the pin had been removed. **HM will contact Mark Rowan for advice about fixing/replacing.**

**10. Any Other Business**

**Security:** HM asked that pin number for the key safe in the kitchen be changed as users other than trustees have had access to the cupboard holding all keys. **CD will change the code**

**11. Next Meeting: Tuesday, 12<sup>th</sup> March 2024 at 7.30 pm followed by CIO Meeting in the Village Hall**