

Village Hall management team report

Annual Parish Meeting 2023

Team members: Charlotte Bell, Neil Mellor (Chair), Ian Seager

The Village Hall team exists to manage the hall, its maintenance and hire, maximising its value to the village. Over the past year we've made several repairs and improvements to the hall and its grounds and are laying the groundwork for more significant enhancements in the future.

Works completed include:

- Electrical improvements including LED lighting in the loft and lean-to store, additional sockets in the main hall, and an exterior socket
- Loft partially boarded out for storage
- Concrete floor and storage shelving fitted in the lean-to store
- Fast broadband internet access and wifi provision
- Blackout window blinds fitted on the garden side of the main hall, with heaters repositioned to avoid fire risk
- Steps from the kitchen to the garden rebuilt
- Out of date fire extinguishers replaced
- Maintaining and improving the garden and grounds including new rustic trellis for climbing plants, a new hedgehog hotel and planting 500 daffodil bulbs at the back of the car park
- Large pine tree overhanging the hall cut back, removing dead branches as a H&S requirement and reducing gutter blockages from the needles; other overhanging trees also reduced
- Grass cutting contractors researched, specification created and contractors met on site
- Successful research, correspondence and application to secure architect's services at no cost through Suffolk ProHelp with the aim of making major improvements to the village hall
- Research and initiation of an energy audit report through Suffolk CC's Green Suffolk initiative – to be further progressed with Sustainable Framsdon CIC
- New website creation - see <http://framsden.onesuffolk.net/framsden-village-hall/>
- Regular window and gutter cleaning arranged.

Major works are generally completed by local contractors appointed and managed by the team, though several of the works have been delivered by team members themselves (e.g. lean-to shelving assembly, loft boarding, fixing gutters, blinds fitting, website creation, garden and grounds works, minor paint work and repairs).

Ongoing work includes:

- Repair to the structural sole plate in the kitchen area; funding including grants from SCC and MSDC have been gained and approval given to a contractor for repair work to commence in Summer 2023
- Research contacts and advice leading to the village hall's free, professional energy reduction support
- Assessing the potential for major improvements such as extension of kitchen facilities and provision of better disabled access.

Routine work for the team includes:

- Management and promotion of hall bookings and hire terms
- Managing and delivering a planned maintenance programme

- Formulating job specifications, finding contractors, arranging site meetings, obtaining quotations and ensuring the work is carried out according to specification i.e. contract supervision
- Undertaking some work ourselves in order to save costs
- Ordering materials
- Website maintenance
- Developing and maintaining H&S documentation
- VHMC administration and general management.

Special thanks to

- Debra Pearce for her contribution to the VH team in 2021-22
- Xa Tollemache for sponsoring the new window blackout blinds
- Erin Blewitt for organising the hall cleaning parties and keeping the public noticeboard tidy
- Framsdens Fundraisers for funding the new storage shelving in the lean-to store
- Suffolk ProHelp for facilitating free of charge architectural advice
- Suffolk CC and Mid Suffolk DC for contributing funding for the soleplate repairs.

And most importantly...

Given the demands on the team and projects in hand, we are very significantly under-resourced, so **please do contact us** (framsdenvh@gmail.com) to get involved, either as a team member or just to lend a very welcome hand with some of the tasks.