

Framsden Village Hall Management Committee

Minutes of inaugural meeting, 11th October 2021

Members present: Neil Mellor (Chair), Charlotte Bell, Ian Seager

Absent: Debra Pearce

Membership

Additional members to be invited via inclusion in FF mailing to all residents in December at a printing cost of c.£9. **NM to draft A5 flyer and send to Mark Prangell by Nov deadline.**

Responsibilities

Key Terms or Reference and responsibilities were outlined and ownership agreed:

- Maintenance of grounds including boundaries: **IS agreed to continue ownership**
- Annual assessment and budgeted 5 year rolling schedule of works: **NM agreed to lead and draft an initial schedule for the November PC meeting**
- Individual major works projects: **IG managing current exterior painting, NM to lead on sole plate assessment and repair, future projects to be allocated as appropriate**
- Health and safety implementation and management: **NM to ask Debra Pearce to take ownership**
- Asset register and appliance testing/certification – **NM to check with Parish Clerk re current status of ownership by PC**
- Proposing costed improvements and funding – range of possible enhancements raised from major projects (i.e. disabled access, kitchen improvements) to more incremental additions (projector, wifi access, electrical extensions). Noted that the PC is progressing a new noticeboard outside the VH. **Agreed that maintenance and improvement to the fabric of the VH should be funded via the PC and included in the 5 year works schedule, whilst new items of inventory to benefit residents such as a projector could be suitable for fund raising via FF. Agreed that resident input be requested on improvements.**
- Cleaning: **CB agreed to continue with voluntary assistance co-ordinated by Erin**
- Bookings management including pricing structure: **CB agreed to continue management, CB to draft simple 'advert' for VH hire for the noticeboard and request feature page on PC website.**

Finance

Following tiers of financial authority clarified as per the Terms of Reference:

- Up to £100 per quarter at VHMC discretion without further approval or quotes
- £100-500 per quarter without advance permission, but with ratification at next PC meeting with evidence of best value
- Over £500 per quarter with prior PC approval and 3 competitive quotes to an agreed specification

Current projects and actions

External painting works have revealed the following urgent repairs where woodwork has deteriorated

- Finial post at the East end of the roof ridge is rotten through and was removed, exposing some rot at the top of the bargeboards. **Actions agreed: IS to arrange for new hardwood post to be made by Ashbocking Joinery at approved cost of £140 Inc VAT. IS/NM to arrange fitting in a way that prevents further water ingress and rot, treating exposed timber with suitable rot/worm preventer.**
- Glazing bar in gents WC window rotten and requires replacement
- Sill under window in the upper East end of the VH rotten and requires replacement, with the bottom of the window uprights also requiring repair
- Lower part of the fire doors has some rot behind a previous repair and requires a new repair panel to extend the life of the doors. Later replacement of doors to be included in the 5 year schedule.
- **Actions agreed: IS to arrange for Richard Baldry to replace/repair glazing bar, sill and doors as soon as possible allowing for painting of these to be included in the current works. NM to request PC ratification of repair cost on 13 October, anticipated to be up to £500.**

IS requested minor expenditure to cover support posts for previously PC approved climbing rose and 5L of timber treatment for areas of rot/worm identified during painting works. **Action: both approved, IS to source.**