

Framsden Village Hall Management Committee

Minutes of meeting, 7th December 2021

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

1. Meeting frequency and dates

All bi-monthly meeting dates for 2022 have been proposed, issued to VHMC members via Google Calendar and advised to the Parish Clerk for publication. These are: February 8th, April 11th, June 13th, August 15th, October 10th, December 12th

2. Flyer to recruit VHMC members

Additional members to be invited via inclusion in FF mailing to all residents in December.

Action: NM to draft flyer for approval by 10/12 and send to Mark Prangell before 14/12 deadline.

3. Publication of VHMC information

It would be beneficial to promote the VH via available websites and suitable social media to improve its utilisation and income for the village.

Action: NM to review VH information on the Framsdens website and propose other content that could be included.

Action: CB to set up a VH Facebook page.

4. Broadband & Wi-Fi for the village hall

Estimates for broadband provision in the VH have been obtained, from approximately £16pm (£190pa) ex VAT with no connection charge. It was felt that this could be justified if it assisted the PC, benefitted VH users and increased the attractiveness of the VH for hire, covering the subscription cost.

Action: NM to report back to PC and agree progress.

5. Electrical improvements

In response to requests at the PC meeting, IS obtained a quote from WJ Page Electrical, who recently fitted the new VH lighting, to add internal and external sockets plus an external light switch by the door. This needs clarification and reduction before a decision can be made.

Action: IS to contact contractor and obtain a revised/improved quote.

6. Noticeboard

Options to replace the Parish Council noticeboard outside the VH have been considered and an alternative found by IS which better meets the requirement. Having assessed the position it was agreed that a new board should be located on the larger wall area towards the NE end of the VH where there is more space and it can be more safely accessed and read.

Action: NM to clarify the size/capacity requirement with the PC before making a final sourcing recommendation for the PC to action.

7. VH cleaning

CB has arranged for additional floor cleaning prior to each Pilates group in response to feedback received. Regular weekly cleaning will be supplemented with the 2 monthly voluntary group cleaning session from January (Covid rules at the time permitting).

8. Risk assessment

DP confirmed that the VH risk assessment is up to date and it was agreed that, given the uncertainty over future Covid status and guidance, the existing risk measures should remain in place at present.

Action: DP to check the risk approach being taken by other local VHs and advise as appropriate.

9. Review of 5 year plan and projects

The regular review of the 5 year plan resulted in some amendments to the outside maintenance costs and a revision of potential major projects around future disabled access and a more immediate need raised by Mark Prangell for storage of equipment for FF.

Action: Mark P to formalise the request for storage space to the VHMC.

Action: NM and IS to investigate if VH loft storage is suitable to be used and recommend any works if required in 2022.

Action: NM to update and reissue the 5 year plan to VHMC members and the PC

10. Minor expenditures

Reimbursement agreed to IS for paint (£37). Agreed that rose supports, plant labels and materials to lay slabs for the bench seats would be purchased at an approx. total cost of £50.

11. AOB

Routine maintenance – a shared Google Sheet VH maintenance log has been set up by NM to record and monitor any problems reported and work required. 4 issues have been flagged this month and will be assessed. Wear to the floor, rainwater leaking over the fire doors and maintenance required to ease the roof vents were inspected briefly and agreed these should be monitored for any recurrence or deterioration. A leaking gutter joint over the kitchen window requires repair.

Action: IS to place A4 notices beside each roof vent pulley cord with instructions for use as they are not easy to open and ventilation is essential to Covid risk mitigation measures.

Action: NM to update and reissue the maintenance log accordingly, also to inspect the gutter.

Agreed that an update on the VH grounds should be added to standing VHMC agenda items for future meetings.