

# Framsden Village Hall Management Committee

Minutes of meeting, 8<sup>th</sup> February 2022

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

Apologies: Debra Pearce

## 1. Review of previous actions

1. Flyer – produced and distributed by FF but no responses received to request for VHMC members; agreed that an email requesting help with specific tasks be sent to the FF list in 5/6 months.
2. Information publication – Facebook page set up and ‘Together’ article produced by CB.  
**Action 1: review of village website by NM outstanding.**
3. Broadband for VH – VH now registered on Royal Mail and Openreach address databases, making it possible to order. **Action 2: NM to order best value package from Vodafone and order/fit letterbox to comply with Royal Mail conditions.**
4. Electrical improvements – additional sockets, internal and external, plus door light installed as arranged by IS. CB reported that the oven is working satisfactorily following user comments.
5. Noticeboard – selected and approved by PC, awaiting confirmation of funding grant prior to ordering.
6. Risk assessment – updated Covid guidelines outstanding. **Action 3: CB to look up appropriate information and display in the VH for compliance by all hirers.**
7. Storage – list of items for storage in VH received from FF as requested.
8. Ventilation notices – these have been put in place by IS.

## 2. Open public forum

No issues raised.

## 3. Grounds update

IS provided an overview of the grounds works carried out recently, totalling around 50 working hours over that last two months and over 100 hours over the year.

A large number of large wild plum suckers have been dug out at the western end of the site to allow the carpet of snowdrops to flourish. Thanks to Glenn Buckingham for supplying a large trailer to remove a significant quantity prunings.

The garden seating has been enhanced by two reclaimed bench seats kindly donated by Margaret and Paul Samain, completely refurbished thanks to Glenn who also supplied reclaimed paving slabs for the bench bases at no cost. Base materials were purchased to lay the slabs.

The Queen's Platinum Jubilee Rose, paid for by the PC, was planted, with materials to make and fix the rose guard in place kindly donated.

**Action 4: IS to research a suitable 'Community Garden' sign for the gate in order to encourage more use of this free outdoor space.**

4. Terms of hire review

Hire terms were briefly reviewed with the aim of ensuring that hirers are aware of their liability for any damage incurred to the VH but without being so complex or onerous that hiring is discouraged.

**Action 5: NM to find a suitable clause from either SALC standard hire terms of another VH locally.**

5. Storage of equipment policy

The principles for equipment storage in the VH and best options for accommodating equipment owned by FF were discussed. It was agreed that all requested FF equipment could be housed, either in the kitchen, loft space (subject to suitable access and boarding) or lean-to store as appropriate.

It was further agreed that VHMC approval must be received before any further items are stored in the VH and that the small meeting room must be kept clear for essential use (including i.e. medical emergencies) and not used as a general storage area.

**Action 6: IS to review whether a loft ladder, kindly offered by Dominic Vaughan, can be fitted and approach a potential contractor with regard to ladder fitting and boarding out of a small area of the loft for storage.**

6. Review of 5 year plan and projects

The plan was reviewed and an additional item to the maintenance schedule to cover potential replacement of the old wall mounted heaters with much more energy efficient models during 2022/23.

**Action 7: NM to re-issue the updated plan to the PC.**

7. Potential maintenance contract rate

The possibility of agreeing hourly rates with pre-approved local contractors for smaller maintenance jobs, along the lines of a 'framework contract', enabling quick tasks to be carried out without procurement delays each time was discussed. Concluded that it was not an immediate priority but NM will check feasibility with PC.

8. Minor expenditures

Purchase of a replacement fire extinguisher for the VH kitchen and base materials plus 2 plants for bench siting to be passed to the PC for reimbursement.

9. Actions and close

Above actions agreed plus:

**Action 8: NM to determine whether a contract is in place for fire alarm maintenance as false alarm indications have been reported.**

**Action 9: NM to send a note of thanks to Erin & volunteer group for the recent VH cleaning.**

**Action 10: CB to display contact details ([framsdenvh@gmail.com](mailto:framsdenvh@gmail.com)) in the VH to enable users to report any issues with the hall.**

**NEXT MEETING: 11 APRIL at 19:30 IN THE VILLAGE HALL**