

Framsden Village Hall Management Committee

Minutes of meeting, 22nd August 2022

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

Review of previous actions

- Website platform. Free commercial platforms agreed as unsuitable due to advertising. OneSuffolk (as used by PC site) may be more viable if easy to use and edit.

Action 1: NM investigate use of OneSuffolk.

- Terms of hire changes. Revisions agreed and new terms ready to use.

Action 2: CB to issue terms to new and regular VH hirers.

- Fire alarm issues. Eastern Fire inspection reports reviewed, out of date equipment to be replaced. Inspection reports to be held in Health & Safety file (physical/virtual)

Action 3: NM obtain prices for and replace 2 extinguishers and fire blanket.

Action 4: IS to find previous recommendations for frequency of alarm testing.

- Tradespeople list. One additional local contractor identified for addition to the list.
- Asset transfer. Agreed with FF and the PC that no transfer would take place currently due to the lack of resource available on the VHMC to manage hire, inspection and maintenance. To be reconsidered next year. Action completed.
- Storage boxes. These have been purchased by CB, action completed.
- Hire of assets. Consideration was given to the possible hire revenue from each potential asset with the VH, but given the user instruction required for the projectors, gazebo and PA system and essential before/after damage inspection plus possible repair management with each hire, this was beyond the very limited administration resources of the VHMC currently.
- Loft boarding, materials & assistance. An area of the loft has now been boarded by NM and IS, no other volunteers being available. Action completed and loft ready for storage with lighting options being costed by IS.
- Health and safety documents. DP brought printed copies of current documents. Fire reports/certificated to be added to these (see above).

Action 5: NM to set up virtual H&S file (i.e. shared Google Drive)

Action 6: DP to store all H&S paper files in VH filing cabinet (NM to obtain access).

- Minor works. 4 items of work completed by Richard Baldwin as the contractor at a total cost of £120 - 1) rehang and fit new catches to the electric services cupboard doors; 2) repair and reinstate the meeting room window; 3) ease and reinstate the window in the gents' toilet; 4) ease and reinstate the main hall window nearest to the kitchen wall.

- Bulb planting on car park banking agreed, round table top in VH garden de-laminating and is to be replaced with a used/upcycled table top if possible.

Action 7: IS to obtain native narcissus bulbs for planting.

Action 8: CB to research local availability of suitable used round tables online.

- Steps repair & liability. PC have confirmed that repair is covered by insurance, agreed that Alexander Bell can go ahead with brickwork repair subject to documented risk assessment and agreed costing.

Action 9: CB to advise Alexander to proceed as agreed.

- 5 year plan update. NM had updated the plan and this will be reissued as v.1.5, noting that 33% PC grass cutting costs to be nominally allocated to VH costs.
- Sole plate funding. Assistance requested from PC, with options being pursued by PC and NM. Note: PC have since confirmed availability of £2000 towards cost from County and District Locality budgets.
- Paint/sundries purchase. Materials have been purchased, action completed.
- DEFRA village hall grants. No further details have been forthcoming since the government announcement in May. Assumed this will not now materialise but will continue to monitor.

1. Open public forum

No members of the public were in attendance.

2. Grounds update

IS provided a review of the past 2 months' work – details are in Appendix 1 below.

3. H&S update, Covid policy/info and any new issues including extinguishers, step repair risk assessment, trip hazards

Covered under the review of H&S actions above.

4. Maintenance update and works required, including water heater fault and lighting for lean-to store and loft space

Water heater was investigated by CB, found to be not faulty but had been switched off at mains, no action needed. Lighting option for loft and lean-to storage being investigated by IS with quotes to be considered when available.

5. Fault reporting

Agreed that email will be retained as the mechanism to fault reporting, with general faults reported to framsdenvh@gmail.com and damages during hire to framsdenvillagehallbookings@gmail.com.

6. Ownership of items in lean-to store

Ownership of some the contents of the lean to needs to be established and decision made re whether to keep or dispose of them.

Action 10: NM to propose joint review of lean-to content with FF.

7. Hire update and approach From Everyone Active re keep fit classes

CB has communicated willingness to hold classes in the VH, though outcome not yet known. Noted that there may also be Council backed activities that could be hosted.

Action 11: DP to investigate activities sponsored by the Council

8. Review of 5 year plan and projects, including heating system update, energy audit and solar power survey

See actions review above re plan update. Wall heater replacement to be investigated in light of age and power consumption/cost.

Action 12: IS to investigate options for wall heater replacement.

Action 13: NM to check status of possible energy audit.

9. Minor expenditures

Minor purchases of consumables approved.

10. AOB

Noted that lights in the VH had been left on following a recent hire.

NEXT MEETING: 10th OCTOBER at 19:30 IN THE VILLAGE HALL

Appendix 1 - Grounds update

The details listed in this appendix are included as a reference and work specification for future maintenance.

July-August routine work includes:

- Regular watering of all new plantings and the floral tubs. This has been particularly time consuming this year due drought conditions, with 10 waterings taking over an hour each time.
- Liquid feeding of plants in the floral tubs.
- Pest and disease control.
- Regular dead heading (floral tubs and roses).
- Tying in of climbing plants (Roses & Clematis).
- Edging and hand weeding.
- Cutting the top of the watercourse bank by sickle.
- Summer pruning of apple trees with some left to do. This helps to limit growth and improve fruiting. Winter pruning is still required.
- Summer pruning/height reduction of three plum trees. This is best done in the summer to reduce the risk of 'Silver Leaf' disease.

Additional work

- The rotten fence post has been replaced.
- A hook & eye gate latch has been bought and fitted to the main garden access gate.
- Low branches from the large car park oak tree have been removed.
- Lower branches of the walnut tree have been thinned out.

A new hedgehog hotel has been constructed at no cost to the PC. This includes an entrance lobby (to deter predators), hibernation accommodation and hoglet rearing facilities, padlock and watering hole. This will be positioned near the lean-to end of village hall in late February when snowdrops in that area can be safely relocated.