

Framsden Village Hall Management Committee

Minutes of meeting, 11th April 2022

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

1. Review of previous actions

- VH content on Framsden village website reviewed by NM – decided not to update this as the website is very out of date and unlikely to be viewed. Will instead focus on expanding the section under the Framsden PC website.

Action 1: NM to propose content for PC site.

- Suitable terms identified (from Felixstowe Town Council) to cover accidental damage to the VH/fixtures during hires.

Action 2: CB to incorporate new terms into hire contract and circulate for final approval; also to place a picture of correct table/chair storage on the wall to assist hirers.

- Covid advice now out of date but overall risk assessment for VH remains current until August 2022.
- NM spoke to Eastern Fire re the reported alerts from the fire alarm and these will be investigated at the annual service in May.

Action 3: NM to alert to PC to the lack of any fire/smoke sensors in the VH and establish if it meets insurance and risk assessment requirements.

- Agreed that quarterly volunteer cleaning of the VH will be sufficient.
- Contact details have now been displayed in the VH for users to report any issues.

1. Open public forum

No issues raised.

2. Together Newsletter

Agreed that a short article will be submitted for the next Together newsletter.

Action 4: CB to draft article and also look into the cost of advertising VH hire in Together.

3. Storage

A suitable quote for installing a donated loft ladder has been accepted. Once the ladder is in place a small volunteer group will be assembled to lay an area of flooring in the loft to allow items to be stored there. Agreed that the need to loft lighting will be reviewed after this work has been completed.

4. Grounds update

There has been a good show of daffodils this year around the fruit trees.

A large hazel tree in the corner of the garden nearest the wooden footpath has been coppiced and this has produced a good stack of timber. IS suggested that this could be collected by the Woodland Group and go on to their wood pile for sale. A couple of large branches have been used to make a path boarder edge by the small gate entrance.

An engraved 'Community Garden' sign was purchased (£9.25) and fitted to the main garden entrance gate. The Ipswich Ramblers Club used the garden seats on return from a local ramble and were very complimentary about the site and this facility.

Dense Ivy has been cut and removed from the bottom of the large Ash tree in the eastern corner of the garden nearest to the brick access road bridge.

One of the wooden fence posts has rotted off and requires replacement. Some other posts are showing signs of rot but are otherwise ok at present. Noted that fence may require some repair or replacement at some stage.

Agreed that suitable bulb planting on the car park banking and near the oak tree will be considered in the Autumn.

Two 8 foot tree stakes have been purchased as additional supports for the rambling rose 'Open Arms' that has been donated by MS (total cost £17.98). IS suggested the purchase of one clematis to enhance the effect of the climbing/rambling roses.

Action 5: NM and CB to arrange movement of cut timber at the next Woodland Group working party in May.

5. H&S update & Covid policy

Action 6: DP to update the Covid advice and publish in the VH.

6. Meeting room ventilation and signage

Action 7: "Meeting Room" signage to be drafted and printed/laminated by CB.

Action 8: IS to investigate window vent option and circulate via email for decision on purchase.

Action 9: NM to research appropriate means of installing in the window.

7. Windows easing and repainting

Windows in gents toilet and meeting room are very difficult to open and require sanding/planning to remove paint accumulations. Agreed that ongoing DIY by VHMC members is not sustainable and this should be added to a small jobs list for local contractors.

Action 10: IS to assemble a shortlist of suitable tradespeople who could take on advance booking of such aggregated work at pre-agreed day rates; CB and DP to contribute names of known contractors.

8. Review of 5 year plan and projects

No substantial changes to the 5 year plan at present. Agreed that a fact finding visit to Yaxley VH would be useful later in the year, as they have successfully obtained funding to considerably improve a similar structure.

9. Minor expenditures

Purchase of support poles for the new rose to be reimbursed.

10. AOB

FF have kindly proposed the transfer of a number of assets (listed below) to Framsdén PC, to be managed by the VHMC and stored in the VH as previously agreed. This was provisionally agreed by the VHMC, subject to formal endorsement at the next PC meeting, given the implications for ongoing funding/support, insurance and inclusion in risk assessment.

Action 11: NM to outline implications and propose acceptance at the next PC meeting.

Action 12: CB to add appropriate assets as paid options with VH hire, noting that FF will need to provide suitable usage instruction for i.e. the projectors (FF to trial positioning and arrange installation of one as previously agreed) and PA system.

NEXT MEETING: 13 JUNE at 19:30 IN THE VILLAGE HALL

Appendix

Schedule of assets proposed for transfer from FF to Framsdén PC

1. A selection of polycarbonate 'glasses' (96 x pint, 60 x wine, 144 x half pint/soft drink) packed in hermetically sealed containers. These are now stored in the village hall kitchen
2. PA system comprising 2 speakers, stands, leads and microphone
3. Hostess food warming trolley, also stored in the village hall kitchen
4. Large gazebo
5. 2 projectors (1 to be located in the hall)
6. Table tennis tables.