

Framsden Village Hall Management Committee

Minutes of meeting, 27th June 2022

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

Review of previous actions

- Information publication. VH needs a more compelling web presence to attract hirers. Agreed that this is best done by finding a suitable free hosting platform and developing easily updated content that can be linked to the PC and village websites.

Action 1: NM to research and propose suitable platform.

- Terms of hire changes. These have been redrafted by NM/IS to cover accidental damage to the VH/fixtures during hires.

Action 2: NM/IS to agree final clear terms for ongoing use.

- Fire alarm issues. Eastern Fire carried out a service in May which should have identified the cause of alerts that had been triggered during VH use.

Action 3: NM to contact Eastern Fire re outcome of the annual service.

- Broadband for VH. Broadband and WiFi have now (finally!) been installed on a 3 year contract with Vodafone. Action completed.
- 'Together' article/advertising. Content was created placed by CB and has appeared in the latest Summer issue. Action completed, though noted that we could consider a small advert for hire of the VH in future.
- Movement of timber. Some cut timber is stacked in the VH garden. Part to be used by IS to construct a 'hedgehog hotel' in the garden, the remainder for movement by the Woodland Group when convenient.
- Meeting room signage. This is now in place. Action completed.
- Window vent/installation. The window vent has now been installed in the Meeting Room. Action completed.
- Tradespeople list. IS has requested rates from some local tradespeople for minor works on the VH but more would be useful. It was noted that VHC members should not be expected to carry out amateur maintenance on the VH themselves.

Action 4: DP and CB to advise IS of any additional recommendations for the list of Tradespeople.

- Asset transfer. A decision is required on this by the Parish Council. The recommendation of the VHMC is that the glasses, trolley and table tennis tables should be transferred from FF to PC ownership but that the projectors, gazebo and PA system would be better retained currently under FF ownership and administration. All items may be kept in the VH and suitable storage facilities are being created. Noted that the glasses need to be kept in 2 smaller boxes for ease of use and safety (weight/lifting) reasons. Our recommendation is

based on consideration of the usage of each asset and the time/expertise required to administer them; as the projectors, gazebo and PA system are used primarily for events run by FF it was felt that their ownership should be retained by FF. See below re the hire considerations.

Action 5: NM to convey asset recommendations to the next PC meeting.

Action 6: Smaller boxes for glasses storage to be purchased (CB to locate).

- 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.

1. Open public forum

No members of the public were in attendance.

2. Storage – work required & volunteer requirement

The donated loft ladder was fitted on 28th April. Part of the loft area now needs to be boarded out for storage. It is recommended that this be done through a voluntary work party and materials required will be purchased in advance.

Action 7: NM/IS to assess the work and materials required and purchase necessary timber/fittings.

Action 8: NM to request assistance from PC re voluntary resource.

3. Grounds update

IS provided a summary of the works during April-June; these are included in full as Appendix 1 below for future reference.

4. H&S update, and Covid policy/info and general requirements

DP provided a revised Village Hall Risk Assessment and Special Conditions of Hire for the VH to cover Covid risks. These were discussed and it was agreed that they should be reviewed by the VHMC to ensure any measures are proportionate and achievable.

It would be useful to have a folder (physical or virtual) of H&S documents for routine review at meetings to ensure that we meet i.e. PAT testing, alarm test or extinguisher replacement deadlines. The file should include:

- Village hall risk assessment and any special conditions relating to i.e. Covid
- Fire regulations and requirements, alarm testing dates/record, extinguisher replacement dates, fire practice (5 yearly?) dates/record
- PAT testing dates/record
- Any other H&S requirements and issues.

Action 9: All to review the 2 documents, DP to update with any changes agreed.

Action 10: NM to include the H&S review as a standing agenda item for future meetings, DP to make H&S folder available for these.

5. Window repair/repainting and other minor works

The following minor works are now required to the VH:

- Second coat of undercoat and one coat top to the front fire door repair
- First, second coat of undercoat and top-coat and of paint to gable end window repair and finial
- Primer paint to the recently puttied window with vent followed by undercoat and topcoat
- Rot wood treatment, repair and further easing to the meeting room window
- Easing and repainting of the gents' toilet window
- Easing and repainting of the village hall window nearest to the kitchen wall
- Fixing the door catches of the electrical cupboard (these swing open causing a safety hazard)
- Touching up the exterior green cladding with primer/topcoat paint (where the old notice board and old external light were removed plus other small areas)
- Purchase and fit a 100mm hook and eye gate latch to the main garden entrance gate
- Make good and repoint the loose brickwork steps from the kitchen to the garden area. It should be noted that this is a fire exit and a very significant safety issue.

Action 11: IS to request quote for a combination/subset of works for approval.

Action 12: NM to consult the PC re potential liability issues re repair of the steps.

6. Further update of hire terms re optional items/liability

Given the recommendation agreed above under transfer of assets, no further action was required at present.

7. Review of 5 year plan and projects

The plan is to be updated to reflect increased inflation assumptions and new potential projects.

It was noted that assistance will be required from the PC regarding the funding of essential repairs to the VH sole plate in line with the earlier survey report.

Action 13: NM to update plan and reissue.

Action 14: NM to raise sole plate funding at the next PC meeting.

8. Minor expenditures

IS has submitted pre-approved spend for reimbursement by the PC. NM will cover the remaining approved items to be purchased (mainly paints) to spread the costs and request repayment at the next PC meeting.

Action 15: NM to purchase paints/sundries required.

9. Jubilee grant for 125 village halls

No further details of the grant scheme or application process have been released by DEFRA since the government announcement in May.

Action 16: NM/all to continue monitoring for further details.

10. AOB

No additional items were raised.

NEXT MEETING: 15th AUGUST 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.

April – June routine work includes:

- Regular watering of all new plantings and the floral tubs
- Feeding the roses with a top-dressing of organic fertiliser
- Liquid feeding of plants in the floral tubs
- Aphid and mildew control on roses and new apple trees
- Edging and weeding
- Summer pruning of fruit trees and anything else
- Apple fruit thinning
- Removing the lower branches of the Walnut tree
- Further clearing to the main snowdrop area to the west side of the area (mainly plum suckers, nettles, and goosegrass
- Regular dead heading of the bedding plants and roses.
- Tying in climbing roses and the new Clematis
- Stack the grass cuttings etc., on the compost heap each time the grass is cut
- Reinstate rabbit burrowing damage

Additional plant labels have been engraved.

Two applications of Glyphosate herbicide around the base of the building, road and carpark curbing and the perimeter fence line. The tall herbage along the watercourse side of the fence needs to be cut prior the herbicide application.

The existing rustic climbing plant support frame has been extended to accommodate the donated Rosa 'Open Arms' and the new Clematis as listed below.

One Clematis Viticella 'Purpurea Plena Elegans' has been purchased at a total cost of £16.94 and planted in between the Climbing rose 'Clare Austin' & the rambling rose 'Open Arms'.

Floral tubs - Two packs of red geraniums and three Chlorophytum (split up to make 8 plants) have been purchased and grown on for a month before being planted on 17th June. After removing the spring plants and bulbs, soil was removed and enriched with organic fertilizer before planting took place. Four suppliers were visited to ensure best quality and price (the plants used will be paid for by FF as usual).

A large branch fell off from one of the plum trees for no apparent reason the on 25th June. This was cleared up and the wound on the tree trunk has been cut back cleanly (the cut surface to be treated with Arbrex).

A wooden box has been purchased from a car boot sale at a cost of £3.00 to be converted into a hedgehog hut for the garden area using the plywood backing board from the old village hall notice board.

Fence repair required to replace one rotten post.