

# Framsden Village Hall Management Committee

Minutes of meeting, 10th October 2022

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

## 1. Review of previous actions

- Website platform. Agreed that we will develop content using the OneSuffolk platform, as used for the PC site.
- Terms of hire changes. Terms further updated to include increased room capacities, based on safe fire limits.
- Fire extinguisher replacements. NM has obtained 2 replacement extinguishers and a new fire blanket, which have been installed.
- Alarm test frequency. Agreed that the alarm will be tested at each VHMC meeting (2 monthly).

## **Action 1 – All to ensure testing takes place at meetings**

- Shared H&S file. NM has set up a shared Google Drive folder into which all H&S documents will be saved.
- H&S paper filing. Agreed that shared paper files are not required.
- Bulb planting. IS has obtained 20kg of daffodil bulbs for planting (see appendix below).
- Used table sourcing. No suitable tables available locally currently. IS proposed using an existing cable drum to create a replacement table top for the VH garden.
- Step repair. Work on the kitchen steps has commenced as agreed.
- Review of lean-to contents. Joint review with FF to be carried out.

## **Action 2 - NM and IS to conduct review with FF**

### 2. Open public forum

No members of the public were in attendance

### 3. Window and gutter cleaning

It was agreed that a contractor should be selected to clean the outside of the VH windows and clear the gutters every 3 months. 3 quotes will be obtained and the contractor providing best value selected.

## **Action 3 – all to advise NM of suitable contractors to be invited to tender**

### 4. Grounds update

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

## **Action 4 – IS to ask Glenn Buckingham re use of a cherry picker to assist with tree branch reduction over the VH roof**

## **Action 5 – IS to initially purchase and install 3 fence/tree stakes**

5. H&S update

No new developments or changes required.

6. Maintenance update and works required, including lighting for lean-to store and loft space

An additional quote is being obtained for the lighting (and additional power socket for the projector) for approval by the PC.

VH to be inspected annually and a maintenance list to be proactively compiled.

**Action 6 - NM to calendar inspection of the VH in February 2023 (and every subsequent year) to compile an annual maintenance list**

7. Hire update

No changes to report.

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

No further changes to the plan at present, heating update to be investigated later when resources and workload permit

9. Minor expenditures

Minor purchases of consumables approved.

10. AOB

DP announced her intention to step down from the VHMC after the next 2 meetings, in February 2023, due to other commitments. It was agreed that the VHMC would then become untenable without an additional member(s) and that this should be discussed at the next PC meeting.

Agreed that the key safe code should be changed on a regular (quarterly) basis and communicated to hirers for security reasons.

**Action 7 – IS to ask Steve Barron for instructions to change codes**

**Action 8 – NM to create a list of codes to be used to end 2023**

**NEXT MEETING: 12<sup>th</sup> DECEMBER 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.

Routine work in the garden area (22<sup>nd</sup> August – 10<sup>th</sup> October) includes:

- Edging and hand weeding.
- Continued and regular watering all new plantings and floral tubs due to continued drought conditions.
- Summer pruning of fruit trees etc has been completed.

- Dead heading and tying-in has continued.
- Pest and diseases control has been actioned.
- The vh site boundary hedge (east) parallel to the public footpath has been cut (this is done one per year) – both sides and top with the hedge cuttings collected up for disposal (approx. 2.5 hours).
- Winter/spring bedding plants & bulbs have been purchased for the floral tubs at a total cost of £22.00 (funded by FF).

Work pending to include

- 20kg of daffodil bulbs to be planted in the bank between the car park and surrounding area.
- Substantial and heavy pruning of the mature plum tree that is now overhanging the east end of the village hall and lean-to will be actioned in the near future.
- The new hedgehog hotel to be located on site together with surrounding logs and watering hole. This is scheduled to take place in late February when snowdrops in that area can be relocated.
- The rustic hazel trellis to be extended to the main access gate as previously discussed and agreed. This will require 3 x 2.4m fence/tree stakes at around £9 each and 2 x bundles of hazel poles at £20.00 per bundle unless a local source can be found. One Clematis 'Etoile Violette' has been purchased, re-potted and is now ready for planting.

Work to be discussed

A very large dead branch of the Pine tree that is overhanging the east entrance area should be removed. This work will probably require the use a chainsaw and may need to be carried out by a contractor. There is also a requirement for some smaller branch thinning to reduce the quantity of pine needles that accumulates on the vh guttering hedgehogs.