

Framsden Village Hall Management Committee

Minutes of meeting, 13th February 2023

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

1. Review of previous actions

- 1.1. Fire alarm testing – carried forward.
- 1.2. Door code changes – a new code will be set on 1st March for a period of 12 months.
- 1.3. Response to suggestions – reply sent to member of the public who submitted ideas.

Action 1 – NM to forward response to IS and CB

- 1.4. Tree branch tender response & work progress – contractor selected and awaiting completion of work.
- 1.5. De-icing path & salt provision – completed - 20kg of rock salt and two buckets purchased and stored in the lean to, applied on several occasions by IS.
- 1.6. Website enhancement – carried forward with additional points.

Action 2 – NM to arrange link from village website, add names of VHMC members, add meeting room as being free to book to encourage its use

- 1.7. Lean to floor update - contractor selected and awaiting completion of work.
- 1.8. Electrical works update – works carried out as below, with minor items to be completed.
 - LED strip lighting in the newly boarded loft space
 - LED strip lighting in the lean to
 - Additional double surface mounted socket at skirting board level at the back of the VH
 - Additional single surface mounted socket for the projector.

Action 3 – NM to contact contractor to chase & arrange remaining conduit fitting

- 1.9. Prompt payment for contractors – discussed with the PC and although payment without approval at a regular PC meeting cannot normally be made, there may be circumstances (i.e. contractor stipulated charges for late payment) when an additional meeting could be convened to approve earlier payment.
- 1.10. Sink drain repair update – repair completed by a member of the public who kindly offered their time and materials.
- 1.11. Energy audit & Sustainable Framsden – discussed with the PC and it was not clear whether the funding is just for the audit or for any work subsequently recommended. IS conducting further investigation to find out what the scheme is actually offering.
- 1.12. ProHelp application update – application has been completed and we are waiting to find out if a suitable member organisation (i.e. architects) can assist.

- 1.13. VHMC scope and resourcing – discussed with the PC but no further assistance or volunteers have been forthcoming to assist, noting that the VHMC has only the minimum quorum of 3 members now.

2. Open public forum

No issues raised.

3. Grounds update

IS provided an overview of the grounds works carried out from 12/12/22 to 13/02/23 – details are in Appendix 1.

- 3.1. Grass cutting including the VH grounds. IS has produced a detailed grass cutting specification to include all areas within the PC remit, sent to three contractors by the Parish Clerk.

Action 4 - IS to meet the grass cutting contractors on site to further explain requirements

Action 5 - IS to contact an additional nominated local contractor to determine if he wishes to be considered for this contract

Action 6 – IS to ask the Parish Clerk to request that the tender is sent to the FF distribution list

4. H&S update

Noted that the last PAT testing of VH equipment was a year ago and the required frequency needs to be confirmed.

Action 7 – NM to contact the Parish Clerk to confirm when next tests are due

5. Hire update

Noted that some VH users have not been booking in advance which will lead to problems if rooms are already in use. This applies equally to the Meeting Room which, although free to residents, must still be reserved via framsdenvillagehallbookings@gmail.com.

Also noted that the hire rates charged must reflect the number of users at each session and that some regular hire rates may need to be revised.

A 'hall in use' notice for the main entry door is being produced for hirers to display.

The pending VH users guide being prepared by CB should include the following:

- Chairs and tables to be returned and stacked as they were before and as shown in photos
- Check that all windows and the roof vents are closed
- Check that all lights are tuned off including the kitchen, loft and toilets
- Check that the wall heaters are switched off including the meeting room heater if used
- Check that everything is returned to its designated storage space
- Check that all areas are left clean and tidy as before.

Action 8 – CB to provide an up to date list of regular hire sessions so that the website and notices can be updated

6. VHMC web pages development

Covered under actions review.

7. Maintenance update and works required

A small pothole has been noted in the VH car park which will need to be filled.

Action 9 – IS to inspect and fill, NM to assist if needed

Action 10 – NM and IS to carry out the first annual maintenance inspection of the VH during w/c 20 February to inform work required during 2023

Noted that the VH windows and gutters have all been cleaned by the selected contractor.

8. Review of 5 year plan and projects, including major updates & funding requirement

VHMC members will be visiting Yaxley VH on Saturday 25 February to understand how their major improvements were managed, delivered and financed.

Action 11 – IS to extend invitation to members of the PC also

9. Minor expenditures

Following have been purchased recently:

- Two buckets for rock salt @ £1.00 each
- Drill bits to replace breakages during repairs @ £11.88.

To be purchased as previously discussed and agreed:

- One bag/bale of bark chip to top up under the tree seat – estimate of £10
- Hazel poles to extend rustic trellis, £40.00 to be collected from Bradfield Wood (milage to be claimed).

10. Discussion points arising

Noted that Debra Pearce has now stood down from the VHMC as previously agreed, and the thanks of the team were recorded for her involvement since inauguration.

11. Actions and close

NEXT MEETING: MONDAY 17 APRIL at 19:30 IN THE VILLAGE HALL MEETING ROOM

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 mainly consists of winter pruning with some delays resulting from personal circumstances (12/12/22 to 13/02/23) and includes:

- Prune and tie in rambling rose 'Veilchenblau' (2¼ hrs)
- Prune central apple 'Cox's Orange Pippin' (2¾ hrs)
- Prune apple 'St Edmunds Russet' (2½ hrs)
- Prune apple 'Blenheim Orange' (2½ hours)
- Prune pear 'Williams' (1¾ hrs)
- Prune black currents, new apple trees, walnut tree and miscellaneous (1½hr)
- Deal with a damaged branch of the carpark apple tree 'Golden Delicious' due to a tall vehicle
- Clear up prunings from the garden area
- Applications of rock salt to the village hall main entrance path and car park entrance on several.

In addition, several potential contractors have been approached to tender for the Framsdon village grass cutting requirements, including liaison with the PC and arranging on-site meetings for tenderers.