

# Framsden Village Hall Management Committee

Minutes of meeting, 17<sup>th</sup> April 2023

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

## 1. Review of previous actions

- 1.1. Response to suggestions – completed - copy was distributed
- 1.2. Website enhancement – part completed – further updates to be made to images and booking schedule, though the functionality of the hosting platform is a constraint

### **Action 1 – NM to make further edits and additions to the website**

- 1.3. Electrical contractor – contacted contractor – no further action as installation satisfactory
- 1.4. Grass cutting contractors (3 actions) – all completed - contractors were researched, IS met with three, tenders were submitted and the cheapest accepted by the PC
- 1.5. PAT testing dates – completed - date of last test established and recommendations for testing checked

### **Action 2 – NM to establish insurance requirements for testing and arrange at appropriate time**

- 1.6. Updating regular hire sessions – carried forward

### **Action 3 – CB to provide an up to date list of regular hire sessions so that the website and notices can be updated**

- 1.7. Car park pothole – checked and filling to be done when dry

### **Action 4 – IS to fill, NM to assist if needed**

- 1.8. Yaxley VH visit – completed – brief report to be drafted as per PC meeting action

## 2. Open public forum

No members of the public attended.

## 3. Fire alarm testing

Alarm investigated, test routine not clear from user manual.

### **Action 5 – NM to contact alarm provider**

## 4. Garden/grounds update, including tree works

IS provided an overview of the grounds works carried out from 14/02/23 to 17/04/23 – details are in Appendix 1.

## 5. H&S update

It has been pointed out that the loft ladder should have a notice regarding it's safe use to avoid accidents.

### **Action 6 – NM and IS examine and devise an appropriate sign on the ladder**

## 6. Hire update

Hire terms discussed as despite several large events in the VH, hire income has reduced and the impact of increased energy costs in particular needs to be considered. A revision to the charges should be considered, not as a revenue-raiser but as a means to ensure that costs are reflected in fair and proportionate usage fees.

### **Action 7 – Hire terms and fee structure to be reviewed at the next meeting**

## 7. Contact procedure, for any suggestions, changes, complaints, etc.

Agreed that the preferred first point of contact for any issues or ideas relating to the VH should be email at [framsdenvh@gmail.com](mailto:framsdenvh@gmail.com) for consistency and so that we can take any action promptly.

## 8. Notices in the hall or external noticeboards

It has been pointed out that the free-standing village noticeboard outside the VH has become increasingly congested with some larger notices obscuring others. A larger noticeboard could help to relieve the problem whilst keeping it available to all to use locally.

### **Action 8 – NM to contact FF to explore solution**

## 9. VHMC name and increasing membership

It was agreed to simplify the name to 'Village Hall team', noting that we remain officially a committee of the PC for administrative purposes. As the team is now critically under-resourced it was agreed that its current membership and existence should be reviewed in 6 months if no further members come forward to assist.

### **Action 8 – NM to raise at the next PC meeting**

## 10. Together magazine copy

Topics for inclusion in the next edition reviewed and agreed.

## 11. Maintenance update and works required

- 11.1. Tap leaks in gents – examined taps and found that turning off firmly stops drips, though replacement taps should be considered in future
- 11.2. Lean-to works – noted that the new concrete floor has been laid by a local contractor and fitting of the new shelves funded by FF has been completed by IS and NM
- 11.3. Window blinds & heater relocations – noted that 3 new window blackout blinds funded by Lady Tollemache have been fitted by IS and NM, involving the relocation of 2 wall heaters to avoid potential fire risk
- 11.4. Kitchen steps – following concerns received indirectly from a member of the public, the recently re-laid steps were inspected and found to be suitable and safe
- 11.5. Cleaning party – noted that a voluntary VH cleaning party had been organised for the weekend.

### **Action 9 – NM to express VHMC thanks to Erin to organising**

Noted that first annual maintenance inspection of the VH had been carried out by IS and NM and a schedule of works drawn up

A suggestion has been received that the VH car park be improved and resurfaced with gravel, providing additional parking and a potentially a pétanque facility, subject to PC agreement should the pétanque club wish to pursue this as an option. The VHMC supports this in principle, but given the likely cost of levelling, extending, bordering and laying adequate sub-base and gravel, it is a project that could only be delivered with grant or other suitable additional funding. It may also be opportune to consider this in parallel with the Sustainable Framdsen EV charging initiative.

**Action 10 – NM to raise with the PC and respond to the suggestion**

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

- 12.1. Suffolk ProHelp update – contact has been established with an architect for free of charge advice re VH enhancement via ProHelp, plan drawings and photos have been provided to them and we await their response and a site meeting

**Action 10 – NM to follow up to agree meeting date**

- 12.2. Energy audit report – this was researched and initiated by IS via SCC's Green Suffolk initiative and Groundwork East and is now being further progressed by sustainable Framdsen CIC.

**13. Minor expenditures**

- Hazel poles £20 to be purchased as previously agreed
- One box of 50mm screws at an estimated cost of £8.

**14. Discussion points arising**

None

**NEXT MEETING: MONDAY 12 JUNE 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.

Work completed during February-April includes:

- Extended the rustic trellis by 2 metres using the hazel poles cut from CB's garden the month before
- Tree work carried out on the large pine tree - the large dead branch and all other dead branches have been removed by a contracted tree surgeon
- Hedgehog Hotel – this was made earlier but before it could be put in place the greened snowdrops in the area had to be lifted, then split up and relocated on site. The ground required levelling and a concrete lintel cut in two and repurposed to form a foundation. To enhance its visual appeal and benefit to other wildlife, logs have been cut up and placed to the sides and back of the structure. This part of the garden will remain wilder and less ornamental for the benefit of wildlife in this area

- Collected and applied well-rotted farmyard manure as well as a topdressing of bonemeal fertiliser to the newer planting of climbing plants and roses, also edging and weeding these areas
- Started to tie in the newer climbing plants and climbing roses
- Dead headed spring flowers in the floral tubs.