

Framsden Village Hall Team

Minutes of meeting, 12th June 2023

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

1. Review of previous actions

- 1.1. Website enhancement – carried forward pending availability of a volunteer to take this on
- 1.2. PAT testing - completed
- 1.3. Regular hire sessions – updated list provided by CB for publication
- 1.4. Car park pothole – repair completed by IS
- 1.5. Alarm update – system has been serviced and was tested during the meeting
- 1.6. Loft ladder signage – suitable instruction/warning notice required on the steps

Action 1 – NM/IS to apply suitable signage

- 1.7. Hire terms and fee structure – recommendations agreed, see hire update below
- 1.8. Village noticeboard – replacement to be considered

Action 2 - NM to contact FF re potential replacement (existing PC action)

- 1.9. Cleaning party thanks - completed
- 1.10. Car park resurfacing – this in the 5 yr plan for next FY and could be brought forward subject to budget/approval, with the VHT managing and ensuring that the spec is appropriate
- 1.11. Suffolk ProHelp – NM has been in touch with the volunteer architect; progress delayed by his lack of transport and we will offer a lift to site if no progress soon

Action 3 – NM to contact architect again in early July

2. Open public forum

No members of the public attended.

3. Fire alarm testing

The alarm was tested successfully.

4. Garden/grounds update, including tree works

IS provided an overview of the grounds works carried out from 17/04/23 to 12/06/23 – details are in Appendix 1.

5. H&S update

The out of date Covid roof vents notices have been removed.

6. Hire update

Revisions to the VH hire charges to reflect substantially increased energy costs in particular were discussed and proposed fees provisionally agreed, subject to discussion and approval at the next PC meeting.

Action 4 – NM to raise the proposed fee revisions at the next PC meeting

7. Maintenance update and works required.

- 7.1. Chair repairs. The Debenham Shed project has agreed to repair the 17 damaged chair covers, subject to agreeing a contribution per chair and provision of suitable fabric

Action 5 – IS to offer £10/chair to Shed

Action 6 - NM to source upholstery materials (estimated cost max c.£5/chair)

- 7.2. Exterior painting. IS and NM met with local painter to discuss work required

Action 7 - IS to contact painter to prompt re quotation

- 7.3. Broken shutter hinge.

Action 8 - IS to ask Richard B re price hinge replacement

- 7.4. Electrics.

Action 9 - NM to contact Ollie Richardson re car park light fault and also to prevent new interior power socket being switched together with outside socket

- 7.5. Window cleaning. Inside of top gable end window is too high to be safely cleaned by volunteer group

Action 10 – NM to ask Elite Aqua window cleaners if they can clean this as well as exterior

- 7.6. Meeting room carpet. Agreed that we should consider replacing at future date with a more suitable surface
7.7. Cleaning. Mop in poor condition and needs replacement

Action 11 - CB to purchase new cleaning mop

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

No further updates made to the plan.

9. Energy audit report

The report has now been received and will be considered at the next PC meeting with input from Sustainable Framsdén.

10. Minor expenditures

Action12 - NM to buy strong magnets for the village noticeboard

Action 13 - CB to purchase more teaspoons & check with Paul Samain re additional mugs required

11. Discussion points arising

Thanks to Charlotte for the informative 'Together' magazine entry.

NEXT MEETING: MONDAY 14 AUGUST 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 April-June includes:

- Acquired and planted some replacement plants for both sides of the garden bench seats.
- Acquired at no cost and planted one Philadelphus.
- Sickled the top of the water course bank along the fence line and hand weeded the carpark fence line (x 2).
- Filled in and re-seed one pothole in the carpark area.
- Floral tub maintenance.
- Pruned the site Buddleia and cleared up.
- Mowed out a new grass path to the east end of the site, relocated cowslips and created a new wildlife corner.
- Cut the roadside boundary hedge and cleared up.
- Edged and weeded the planted beds (x 3)
- Tied in the climbing roses and clematis (regularly).
- Removed the choking goosegrass and other weeds from both sides of the footpath hedge and other areas.
- Sprayed the roses for aphid infestation.
- Watered the younger plants to ensure establishment and healthy growth (x 3) including liquid feed.
- Removed self-set trees from the water course bank etc. that would have become troublesome in the future if left to mature.
- Collected one bundle of 10 hazel poles from Bradfield Woods and constructed a further 2m of climbing plant support fencing (one day's work plus in total).
- Hand weeded the eastern wildlife area and dug out the docks from the longer meadow grass.
- Dug out sow-thistles and field thistles from the main grass area prior to contract mowing.
- Glyphosate herbicide applied around the building base, fence lines, carpark kerbs, etc.
- Dug out plum suckers in hedgehog hotel area.

Total time spent on the above approx. 44.5 hours.