

Framsden Village Hall Team

Minutes of meeting, 14th August 2023

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

1. Review of previous actions

- 1.1. Loft signage – completed, sign attached to ladder
- 1.2. Village noticeboard – ongoing, awaiting FF meeting
- 1.3. Suffolk ProHelp, architect – completed, meeting scheduled for 31st August at 11am
- 1.4. Hire revisions – ongoing (see below)
- 1.5. Chair repairs offer - completed
- 1.6. Chair upholstery - completed
- 1.7. Painting quotation – completed, though only one quote could be obtained; this has been approved by the PC at a total cost of £1,360
- 1.8. Shutter hinge replacement – completed at a cost of £25
- 1.9. Electrical works – completed, quote to be produced along with separate lighting works for FF
- 1.10. Interior window cleaning – completed (cost £5 to clean high gable window)
- 1.11. Mop replacement - completed
- 1.12. Noticeboard magnets - completed
- 1.13. Teaspoons & mugs – part completed, mugs to be sourced after storage space check

2. Open public forum

No members of the public attended.

3. Fire alarm testing

Not required this month. Noted that fault condition was still displaying intermittently, cause unknown.

4. Garden/grounds update, including tree works

IS provided an overview of the grounds works carried out from 12/06/23 to 14/08/23 – details are in Appendix 1.

5. H&S update

No updates at present.

6. Hire update

Research into several other local VHs undertaken, showing Framsdon hire charges to be substantially lower than comparable facilities due to pricing having been kept the same for a number of years, despite cost increases. The price of energy in particular means that an increase is now essential, though usage costs, particularly for residents must be no more than other VHs and reflect the comparative space and facilities we have.

We were keen to retain the simplicity of flat hourly charges whilst offering more advantageous longer term fees and avoiding the multiple day/time/season rate bands that other VHs apply, making their pricing complex (and sometimes expensive) for users and administrators. A new band for larger groups has been introduced, however, to reflect their higher resource/energy use. The £10 fee for borrowing equipment such as chairs from the hall remains unchanged and the small meeting room remains free for local residents etc. to use but must be booked in the usual way.

The following revised charges (still lower than any other local VH we have pricing for) will be proposed to the next PC meeting in September, when a decision will be made. Income from hire will be monitored regularly.

£/hour				Day rate (5+ hours)	
Up to 30 people		Over 30 people		Any number	
Current	Proposed	Current	Proposed	Current	Proposed
£ 5.00	£ 7.00	£ 5.00	£ 8.00	£ 60.00	£ 35.00
£ 10.00	£ 14.00	£ 10.00	£ 16.00	£ 80.00	£ 80.00

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

7. Maintenance update and works required.

- 7.1. Chair repairs by the Debenham Shed project are ongoing and results are proving very satisfactory at a total cost of £295.59, representing a financial saving of £666.21 vs. replacing with new chairs.
- 7.2. The sole plate work has been completed, photos of the works will be added to our web pages.
- 7.3. The gents taps have been leaking for some time and now need replacing – quote to be obtained for this work.

Action – NM to obtain quote

- 7.4. Minor exterior wall cladding paint repairs and repairs to the wall under the kitchen sink are needed following the sole plate work

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

This now requires updating following the completion of some works.

Action – NM to update the plan and re-issue before the next PC meeting

9. Request for assistance & response

One response to the email requests for assistance received – Julia Green will now be assisting the team with website updating and development. Many thanks Julia! Other offers of support would be gratefully received.

10. Minor expenditures

Only expenditures are the purchase of noticeboard magnets (£10.99) and reimbursement to NM for 6-monthly gutter clearance (£60) by our window cleaning contractor.

11. Discussion points arising

None

NEXT MEETING: MONDAY 9 OCTOBER 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.

Grounds update from 12th June – 14th August

- Purchased plants, prepared and planted up the two floral tubs in front of the village hall.
- Purchased planted & engraved a label for one Honeysuckle 'Fragrant Cloud'.
- Hand weeding, edging, dead-heading, tying in, watering as required and the site checked over around one every two days.
- Pest & disease control as required.
- Hand sickled the top of the watercourse bank.
- Footpath boundary hedge – cut back the longer arching growths.
- Approximate time expended – 24 hours.