

Framsden Village Hall Team

Minutes of meeting, 9th October 2023

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

1. Review of previous actions

- 1.1. Hire revisions – completed - recommended new hire prices were approved by the PC and will be applied from 1st December this year. The new table of charges will be published by the PC.
- 1.2. Tap leaks – completed - taps inspected but no immediate action required
- 1.3. 5 year plan update – completed and shared with the PC

2. Open public forum

No points raised.

3. Fire alarm testing

Not required this month. Noted that fault condition was still displaying intermittently, cause unknown. Will review whether the system should be retained at next service date.

4. Architect's proposals and recommended donation to ProHelp

Initial proposals have been received from the architect for potential reconfiguration of the village hall to provide improved accessibility and kitchen space. These were discussed and it is intended that the plans are iterated with the architect before presentation to PC.

The next step, if approved, would be to apply via ProHelp for help to cost the proposed designs before consulting more widely in the village on the options and deciding whether to seek appropriate funding to implement.

Option 1 – reconfigure the building by moving internal walls. This looks workable as a least cost option but would need further changes in order to be practicable and meet the needs of hall users.

Option 1b – as above but adding a small extension, subject to PCC and other approvals, to store table tennis tables and chairs.

Option 2 – reconfiguration plus extension, subject to PCC and other approvals, of the kitchen over the footprint of a previous building foundation in the garden.

ACTION – NM to revert to architects with feedback and required changes, then put alternatives to PC on 9/11

ACTION - IS to revert to ProHelp re an appropriate contribution for the architects' advice and advise next steps

5. Relocation of the projector

ACTION – CB to store the projector in the meeting room cupboard to make it more easily accessible; cupboard key to be made available to hirers & labelled

6. New volunteers' roles

Two volunteers are now assisting the VH team with the specific roles of grant funding and website/promotion development. The updated website and work in progress were presented by Julia Green – a major improvement that has already added a calendar of events and enhanced usability

ACTION – All to provide photos of the VH to JG

ACTION - CB to provide future usage dates to JG

7. Garden/grounds update, including tree works

IS provided an overview of the grounds works carried out from 15/08/23 to 09/10/23 – details are in Appendix 1.

8. H&S update

No updates or actions at present.

9. Hire update

A breakdown of hire income for the previous period was reviewed and will be monitored in future.

10. Maintenance update and works required.

- 10.1. Painting of exterior woodwork, where required, has been carried out very satisfactorily and actually exceeds that specified at no additional cost
- 10.2. Electrical work was completed to fix exterior lighting problems and to provide cabling for the new stage lights being provided by FF. There were some minor issues with the way the trunking was fitted but these have now been largely overcome.
- 10.3. Repairs to the wall under the kitchen sink are needed following the sole plate work
- 10.4. Carpet in meeting room in poor condition

ACTION – NM to attend to wall repair with wood panel

ACTION – JG to investigate if carpet can be replaced by a local contractor

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

No further updates required

12. Minor expenditures

Consumables were purchased by IS to enable renovation and finishing of a new replacement and upcycled circular outdoor tabletop for the VH garden – total £48.33

13. Discussion points arising

None

NEXT MEETING: MONDAY 11 DECEMBER 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 15th August – 9th October. The time take to undertake the work outlined below during this period of time totals approx. 40 hours.

- Purchase and install a hedgehog watering-hole.
- Watering key plants x 4
- Hand sickle the top of the watercourse bank x 2
- Grass edging, site weeding, hoeing x 4
- Regular tying in climbing plants.
- Regular dead-heading.
- Top dress and fertilise key plants.
- Pest and disease control as required to specific plants.
- Floral tubs – soil replacement, replant with pansies and bulbs
- Hedge cut – roadside only and clear up prunings.
- Summer prune all apple and pear trees (tip all shoots by about $\frac{1}{4}$)
- Prune plum trees – summer prune to avoid silverleaf disease .
- Apply herbicide to base of building, fence and curb line x 2.
- Round tabletop replacement – relocate, dismantle and upcycle a 1.2m diameter wooden cable drum to create a replacement tabletop. This has involved heavy duty belt sanding, an orbital sander, the application of total wood preservative treatment (x2), use of wood hardener, use of two-pack wood filler, application of Danish wood oil (x2) and the use of wood stain.