

Framsden Village Hall Team

Minutes of meeting, 15th April 2024

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

Members of the public: None

1. Review of previous actions

- 1.1. Website updates/photos. The site is being regularly updated, though more new content is needed and details of the new improvement plans will be added after the Open Day on 21st April.
- 1.2. Printing of plans - completed
- 1.3. Prohelp and quantity surveyor - completed
- 1.4. Event structure and questionnaire – completed, formal questionnaire will not be used
- 1.5. Event date and publicity - completed
- 1.6. Approach to Diocese – carried forward pending outcome of the consultation open day
- 1.7. Notice for kitchen door - completed
- 1.8. Ventilation signage - completed
- 1.9. Reporting process/minutes & notice - completed
- 1.10. Response re fire doors jamming & fix - completed

2. Open public forum

No members of the public attended.

3. Fire alarm testing

Not carried out this month.

4. VH development plan event

The open day event will be held on Sunday 21st April 1100-1300, with the plans available for discussion with all residents. The VH team will be setting up the event from 1015. Reminder invitations will be sent out this week, with a specific invite also being sent to Revd Susan Taylor and the PCC.

5. Garden/grounds update

It was noted that part of a tree in the garden and across the stream had fallen during today's gales. No damage has been caused and removal will be investigated.

IS provided an overview of the grounds works carried out from 19/2/24 to 15/24/24 – details are in Appendix 1.

6. Cleaning arrangements

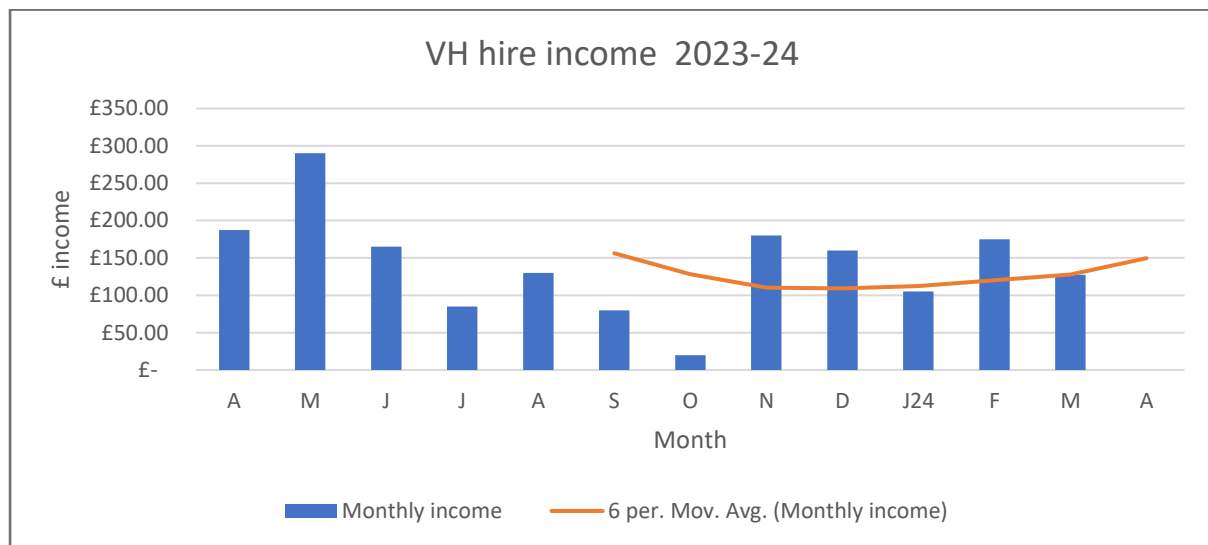
CB confirmed that VH cleaning has been handed over and this will now take place on Monday mornings. It was noted that the hall was not always left as found after hire events.

7. H&S update

No updates or actions at present.

8. Hire update

Updated hire income figures were provided; a summary chart is below for information with the line showing the 6 monthly average trend. Hire income continues to recover following the October floods.



9. Maintenance update and works required.

Jamming rear fire doors and front door, caused by wet weather, have been addressed by IS and NM, with final treatment and painting to be completed. A faulty hot water tap in the ladies' WC was also fixed by NM.

Faulty tea urn had been reported – this was investigated and fixed – there is a reset button under the urn that had been triggered, probably by overheating. Microwave problems have also been reported and will be investigated.

Mould on the loft hatch was reported and will be addressed.

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

No further updates required at present, pending the outcome of development plan costings.

11. Minor expenditures

None claimed this month

12. Discussion points arising

None

ACTIONS

- 1 – NM to provide improvement plans and update for the website**
- 2 – NM to send email reminder invitations to open day via the PC and FF lists**
- 3 – NM to draft and send open day invitation to Rev Susan Taylor/PCC**
- 4 – MS to arrange refreshments for the open day**
- 5 – All to help set up the open day from 1015 on Sunday 21/4**
- 6 – IS to investigate removal of fallen tree from garden/stream, NM to assist if removal feasible**
- 7 – NM to update and report updated hire income figures**
- 8 – NM to provide mould cleaner/paint for loft hatch, IS/NM to clean/paint hatch**
- 9 – NM to investigate reported microwave faults**
- 10 – NM to request that any PC funds earmarked for VH improvements be ringfenced**

NEXT MEETING: MONDAY 10th JUNE 2024 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 19th February 2024 15th April 2024. The time taken to undertake the work outlined below is approx.14 hours.

- Load a trailer with over 12 months site prunings and branches from the water course that impeding the water flow. Thanks to Glenn Buckingham for providing the trailer and to Mark Prangell and Neil M for giving a hand with loading the trailer.
- Replace the Clematis string supports.
- Mow round conservation area and grass path to the east end of the site to provide a guide for the contract mower to follow in April (x 2).
- Make a new rose guard out of donated security fencing to protect the newly planted Rose 'Madam Isaac Perreir'.
- Tie in and train the climbing roses and clematis regularly.
- Remove on largeish ivy-covered branch that had fallen across the chestnut cleft fence by the compost heap.
- The contract grass cutters first cut took place on 8th April. The took care to leave the patch of flowering Cowslips and bulb foliage.
- Partially coppice six youngish hazel shrubs to encourage straight growth that can be used for climbing plant support poles in the future.
- Hard pruned the site Buddleja.
- Site weeding.