

# Village Hall management team report

## Annual Parish Meeting 2025

Team members: Charlotte Bell, Neil Mellor (Chair), Margaret Samain, Alex Sharpe

The Village Hall team exists to manage the hall, its maintenance and hire, maximising its value to the village.

- The major improvement plans prepared last year were reviewed but the decision was made not to proceed with the full scope, given the costs of up to c.£200,000 involved, which could not be justified for a building not in the ownership of the PC/village, particularly given the relative scarcity of public or charitable funding.
- Improvements are now being made on a more incremental basis, starting with the kitchen as the highest priority.
- A further 14 of the chairs have been reupholstered and repaired by the [Debenham Shed](#) project at no cost beyond that of the material purchased.
- Numerous minor repairs have been made, frequently on a voluntary basis at minimum or no cost to the PC/village.

### *Ongoing work includes:*

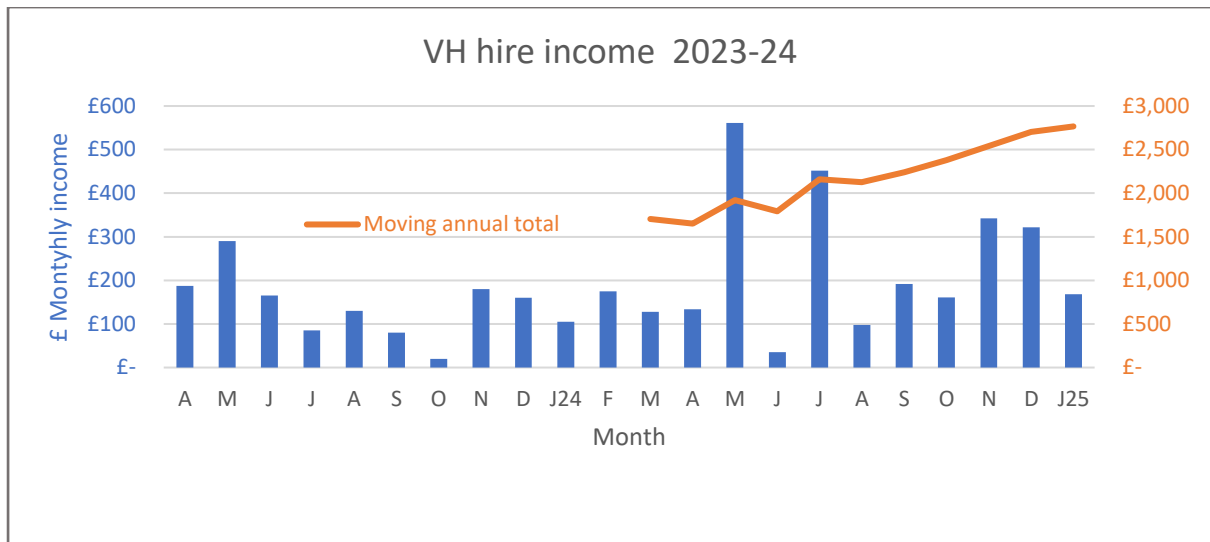
- Refurbishment of the kitchen, to replace the damaged sink base unit, extend worksurface space and considerably improve storage. Approval has been given to go ahead and work will commence in late April.
- Improvements to the car park, with approval having been given to obtain quotes for levelling and resurfacing.

### *Routine work for the team includes:*

- Management and promotion of hall bookings and hire terms
- Managing and delivering a planned maintenance programme for the hall and grounds
- Formulating job specifications, finding contractors, arranging site meetings, obtaining quotations and ensuring the work is carried out according to specification i.e. contract supervision
- Undertaking some repairs
- Ordering materials
- Website maintenance
- Developing and maintaining H&S documentation.

### *Hire income*

The graph below shows monthly hire income for the hall over the past year, with the line indicating the moving 12 monthly average trend. Although the high income for May and July 2024 was due to hire for local elections in those months, the ongoing trend remains upwards with more events and classes taking advantage of the hall. Annual income stands at c.£2,760 currently.



*Special thanks to*

- Ian Seager for having maintained and enhanced the grounds for many years and having been very active in managing and improving the hall.
- Richard Baldry for helping with many repairs and improvements.
- Sarah Robertson for regularly cleaning the hall.
- Erin Blewitt for organising the quarterly hall cleaning parties and keeping the public noticeboard tidy.

Given the increasing demands on the team and major projects in hand, we remain significantly under-resourced, so **please do contact us** ([framsdenvh@gmail.com](mailto:framsdenvh@gmail.com)) to get involved, either as a team member or just to lend a very welcome hand with some of the tasks.

In particular, **we need volunteer assistance to maintain the wonderful village hall gardens.** With a well-planned calendar of tasks to be carried out we urgently need some willing hands to help tend, prune and nurture the trees and planting so that we can all continue to enjoy them at their best.