

Framsden Village Hall Team

Minutes of meeting, 10th June 2024

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

Members of the public: None

1. Review of previous actions

- 1.1. Improvement plans and update for the website – carried forward
- 1.2. Reminder invitations to open day via the PC and FF lists - Done
- 1.3. Open day invitation to Rev Susan Taylor/PCC – Done
- 1.4. Refreshments for the open day – Done, thanks to MS were noted
- 1.5. Set up of open day - Done
- 1.6. Removal of fallen tree from garden/stream - Done
- 1.7. Update and report updated hire income figures - Done
- 1.8. Loft hatch clean/paint - carried forward
- 1.9. Microwave faults – Done, one OK to use currently, old one to be disposed of
- 1.10. Ringfencing PC funds for VH improvements – Done, deemed not advisable to ringfence

2. Open public forum

No members of the public attended.

3. Fire inspection report and actions required

Routine inspection was carried out by Eastern Fire Protection (EFP), with a recommendation to replace 3 emergency lights. The manual alarm system was tested without fault, though it lacks any automatic smoke/heat/CO detection capability. It was agreed that replacement lights would be sourced and fitted by the team at a cost of approx. £45, compared to over £300 quoted by EFP. Fire officer advice will be sought regarding the requirement for a fire alarm before deciding whether to retain or remove the system.

4. Fire alarm testing

Not required as system recently tested by EFP.

5. Improvement plans, approvals required, costings and fund raising

The Open Day held to gain input to the improvement plans was successful and generated useful feedback. We now need to move forwards with finalising the plans, applying for Diocese permission (contact details have been confirmed), engaging the Quantity Surveyors to produce estimates and confirm planning requirements, and pursuing funding.

It was noted that the proposed store room extension may not accommodate the table tennis tables and chairs, and the measurements should be checked and amended on the plans if necessary before progressing further.

Useful input has been gained from the Coddensham VH team on funding sources and processes, also renewable energy initiatives/heating, indicating that we should have a good chance to success in financing the proposed plans.

It was suggested that the VH team visit a similar site using infra-red heaters to determine their suitability for the VH.

6. Garden/grounds update

2 conservation areas continue to be developed, one at each end (East and West) of the garden area. These do not impinge on the existing usable garden space.

The loose metal Christmas tree holding tube has been dug out and reset it in concrete. Thanks to Richard Green for providing assistance and six bags of Postcrete.

The rustic trellis with climbing roses, clematis and honeysuckle between the carpark and the garden area is maturing well, providing colour, scent and a greater sense of enclosure.

The grass cutting contractor was requested to schedule the grass cutting a day or two before the plant sale.

IS provided an overview of the grounds works carried out from 16/4/24 to 10/6/24 – details are in Appendix 1.

7. H&S update

See fire inspection report; PAT testing overdue.

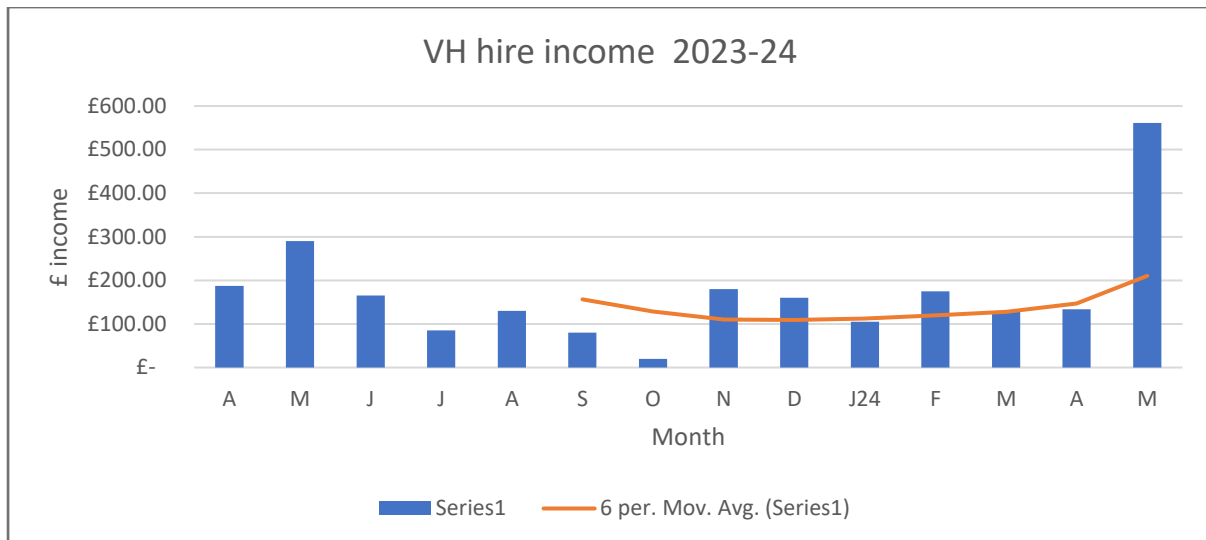
8. Hire update including complaints procedure

Thanks recorded to Charlotte for the entry in summer edition of the Together publication.

Updated hire income figures were provided; a summary chart is below for information with the line showing the 6 monthly average trend. Hire income has increased considerably in May, due in part to use of the VH for the PCC elections.

It was agreed that a complaints procedure would be adopted, with the booking clerk checking details with the complainant before any financial refund or other action is instigated, noting that a recent complaint had been deemed unjustified.

It was agreed that the hire conditions would be updated to specify that it was the hirer's responsibility to dispose of used cooking oil by removing it from the VH, rather than disposing of it on site.



9. Maintenance update and works required.

The front door has had rotten wood cut out, repaired with two-pack filler, the repair sanded, and primer paint applied by IS. Further sanding and topcoat paint required.

Gutters front and rear need adjusting to solve joint leaks.

One window requires easing.

One sink-tap in the male toilet to be repaired or replaced.

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

- 2 x fence posts @ £8.99 each (rose supports) = £17.98 (purchased)
- 1 x 1L Provanto Fungus Fighter Plus (mildew on Honeysuckle) @ £7.50
- Wood required to construct the first wooden rose support pyramid.

12. Discussion points arising

ACTIONS

1 – NM to pursue improvement plans and update for the website, picture gallery, also add MS to the team list

2 – NM to provide mould cleaner/paint for loft hatch, IS/NM to clean/paint hatch with mildew resistant primer

3 – CB or NM to dispose of old microwave oven in lean-to when visiting waste facility

4 – NM to source and fit replacement emergency bulkhead lights

5 – NM to get quote from electrician for removing alarm system if it is not a statutory requirement

6 – CB to find out if there is a fire officer to advise on the fire alarm and necessity for a kitchen fire escape door

- 7 – IS to apply to for Diocese (Dawn Gillett) approval when plans are finalised**
- 8 – IS/NM to check plan measurements on site re the proposed storage area**
- 9 - NM to chase Quantity Surveyors meeting**
- 10 - NM to compile list of priority funding sources**
- 11 - NM to chase PlugSmart re overdue PAT testing**
- 12 - CB to add disposal of cooking oil to the end of hire conditions**
- 13 – IS to ask Sarah to fill in cleaning schedule form weekly**
- 14 – NM to source and fit replacement gents basin taps**
- 15 - IS/NM to examine and fix leaking gutters**
- 16 – IS to ease one jammed window vent**
- 17 - IS to source treated wood for climbing rose pyramid frame**

NEXT MEETING: MONDAY 12th AUGUST 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.

Work undertaken from 16th April 2024 to 10th June 2024 roughly in sequential order. The time taken to undertake the work outlined below is approx. 30 hours.

- Mow selected areas.
- Tying in climbing plants throughout this time period.
- Remove and cut up by bow saw a diseased and fallen Sycamore tree from between the car park to the far side of the water course.
- Edge, weed and hoe throughout this time period.
- Sickle the top of the water course bank.
- Apply herbicide around the building bottom, fence line and carpark curb.
- Apply fungicide x 2 to control mildew on Honeysuckle 'Profusion'.
- Purchase and collect plants for the floral tubs as well as two tree-stakes for additional climbing plant supports.
- Dig out plumb suckers and tree prune around wildlife area west.
- Remove tall, dense weed growth from wildlife area west and east.
- Install two new fence posts and one cross piece for additional rose supports.
- Dig out the unstable Christmas tree holding tube, backfill with Postcrete and reinstate the area (working with Richard Green who provided 6 bags of Postcrete).
- Floral tubs – strip out the winter plants, save the bulbs for future use, and replace with the summer display.
- Carpark area – remove the tallest herbage by hand.

Rose support cross pieces are required. The woodland group to be asked if they could find suitable cross pieces (1.6 to 1.8 x 40mm).

Timber is required to make a wooden triangle support frame for one specimen rose.

One bug log pile to be made from existing onsite logs in each of the two garden conservation areas.