

# Framsden Village Hall Team

## Minutes of meeting, 12<sup>th</sup> August 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. Loft hatch repairs – carried forward
- 1.3. Disposal of old microwave oven – completed
- 1.4. Source and fit replacement emergency bulkhead lights – completed
- 1.5. Quote from electrician for removing alarm system – carried forward
- 1.6. Advice on the fire alarm and kitchen fire escape door - completed
- 1.7. Diocese approval of plans – completed, plans approved
- 1.8. Measurements for proposed storage area - completed
- 1.9. Quantity Surveyors meeting – cost estimate received without meeting
- 1.10. List of priority funding sources – carried forward
- 1.11. PlugSmart re overdue PAT testing – completed
- 1.12. Add disposal of cooking oil to the end of hire conditions – carried forward
- 1.13. Weekly cleaning schedule form – completed
- 1.14. Replacement gents basin taps – completed (leaking one replaced, other stuck fast in basin)
- 1.15. Leaking gutters – carried forward
- 1.16. Jammed window vent – completed
- 1.17. Treated wood for climbing rose pyramid frame – carried forward

### 2. Open public forum

No members of the public attended.

### 3. Fire alarm testing

Not required as system recently tested by EFP.

### 4. Improvement plans, approvals required, costings and fund raising

A budgetary estimate had been received from the Quantity Surveyors, thought this was considerable higher than anticipated at c.£198k. It was agreed that their assumed specification should be carefully reconsidered and edited, with actual quoted sought from at least 3 building contractors before applying for funding.

### 5. Garden/grounds update

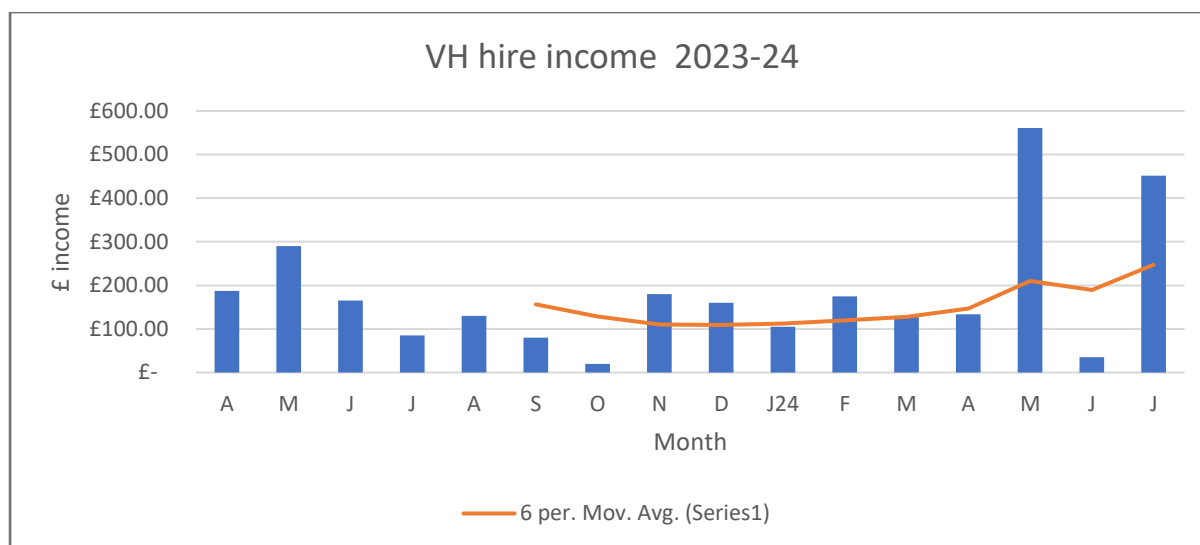
IS provided an overview of the grounds works carried out from 11/6/24 to 12/8/24 – details are in Appendix 1.

### 6. H&S update

No updates or actions at present.

## 7. Hire update

Hire income continues to increase, driven in part by income from use as a polling station twice this year.



## 8. Maintenance update and works required.

Noted that the interior paintwork in the main hall is becoming worn and may require refreshing next year, possibly as part of the improvement plans.

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

No further updates required at present, pending builders' quotations for the improvement works.

## 10. Minor expenditures

- Cross support for rustic fencing – previously approved - ongoing.
- Treated timber for rose triangular climbing frame – previously approved - ongoing.
- 2.5L Liquid feed for floral tubs and key garden plants £13.49.
- Treated wood stakes x 2 @ £2.69 each = £5.38.
- Two bags of bark mulch (for under the round tree seat) £15.00 estimate only.

## 11. Insurance inventory

The PC had requested that the VH team assess the contents value for those items belonging to the Parish Council, also identifying those items owned by FF stored in the VH. A brief audit was carried out and recommended changes to the PC fixed asset register will be advised to the Parish Clerk.

## 12. Discussion points arising

There was a debate over whether ownership should be assigned within the VH team for key areas. Whilst responsibility for all VH issues rests with the team collectively, it was agreed that Margaret would lead on the kitchen and Charlotte would lead on H&S.

## 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 – NM to get quote from electrician for removing alarm system if it is not a statutory requirement**
- 4 - NM to compile list of priority funding sources**
- 5 - CB to add disposal of cooking oil to the end of hire conditions**
- 6 - IS/NM to examine and fix leaking gutters**
- 7 - IS to source treated wood for climbing rose pyramid frame**
- 8 - NM to convert Quantity Surveyors' pdf estimate file to Excel spreadsheet for editing and conversion to a revised specification for builders' quotes**
- 9 - IS to ask Community Action Suffolk for advice on suitable local building contractors**
- 10 - ALL to find recommendations for local builders**
- 11 - CB to provide the latest hire income figures**
- 12 - NM to revert to Parish Clerk with insurance asset inventory**
- 13 - NM to share Google H&S files with CB**

**NEXT MEETING: MONDAY 14<sup>th</sup> OCTOBER 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 11<sup>th</sup> June 2024 to 12<sup>th</sup> August, roughly in sequential order. The time taken to undertake the work outlined below is approx. 33 hours (diary records kept).

- Dead heading, hand/hose watering & liquid feeding to key plants as necessary, hand weeding, grass edging, tie in climbing plants throughout this period.
- Hand sickle the top of the watercourse bank (around three times a year)
- Weed control – apply Glyphosate Gel to the site and hedge bindweed, apply Glyphosate herbicide around the building base, fence line and curb.
- Apply fungicide to Honeysuckle 'Fragrant cloud' to control a mildew infection (x 3)
- Remove on Clematis 'Etoile Violette' due to Clematis wilt disease.
- Plant one British native Field Scabious.
- Engrave one new plant label and fix in place.
- Summer prune the site apple trees.
- Thin apples to one or two per fruit spur.
- Stake and tie in shrub rose 'Rosemoor'.
- Tree pruning – one large wild plumbtree; remove lower branches of the site walnut tree.