

Framsden Village Hall Team

Minutes of meeting, 14th October 2024

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

Apologies: Alex Sharpe

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 – hatch now cleaned but repainting required
- 1.3. Quote to remove alarm system – action to be deferred pending hall refit
- 1.4. List of priority funding sources - completed
- 1.5. Oil disposal – hire conditions - carried forward
- 1.6. Leaking gutters - carried forward
- 1.7. Wood for rose frame – deferred until Spring
- 1.8. QS estimate file conversion to work specification - completed
- 1.9. Community Action Suffolk advice re builders – completed (no lists available)
- 1.10. Recommendations for local builders - completed
- 1.11. Hire income figures - completed
- 1.12. Insurance asset inventory - completed
- 1.13. Share Google H&S files – completed
- 1.14. 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 currently.

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

A revised work breakdown and budgetary estimate had been received from the Quantity Surveyors, thought this was still very high at c.£182k plus VAT. This has been converted into a basic specification and a meeting held with one major local building company, Cadman & Co, having approached two, one of whom declined to quote at this stage. Cadman recommended a budget in the region of £125k plus VAT for the works proposed; a considerable reduction on the QS estimate.

There are several areas that require clarification and tight specification, however, before it is possible to seek comparable competitive quotations and firm up on cost. This will need further design works and then agreement on the specification detail before a tendering process can commence; this being required before funding can be fully secured. We will seek further assistance from the Quantity Surveyors on this stage.

It was reconfirmed that FF can assist with raising some funds towards works, but this will be at a lower level than previously as some large events are no longer being organised due to limited resources.

5. Garden/grounds update

The grass cutting contractor SCL Landscape Management Ltd. have been requested to trim the long herbage areas on site and use a mower rather than a strimmer on the front of the village hall to prevent the windows and sills becoming splattered with grass trimmings.

The first bird box has been purchased (£6.00 from a car boot) but requires modification to prevent damage by woodpeckers and at further cost.

A stout wooden box is to be modified to make a second hedgehog hotel within a new log pile.

Cornus sanguineum 'Midwinter Fire' to be grown on another year for planting in floral tubs in Autumn 2025.

IS provided an overview of the grounds works carried out from 12/08/24 to 14/10/24 – details are in Appendix 1.

6. H&S update

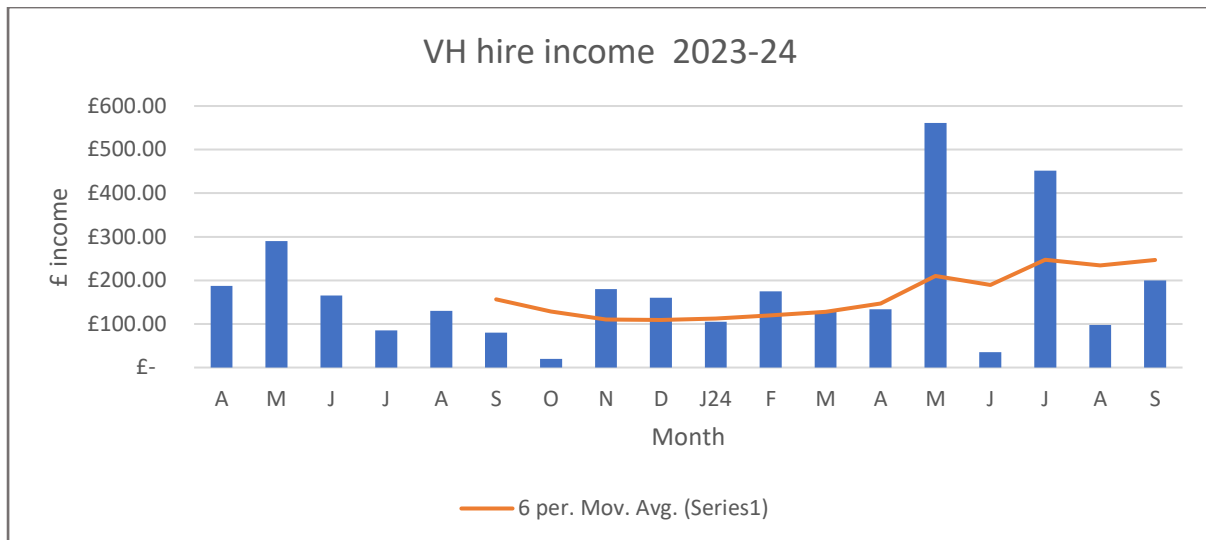
The shared Google H&S folder is now accessible by all VHT members.

IS explained the importance of DBS clearance for volunteers working with children at i.e. the table tennis club and agreed to forward details to the PC for information, requesting that the following be minuted.

"In terms of safeguarding (children) that relate to village hall and site use, the VH Team and the PC should be aware that I have been a qualified Table Tennis England Coach since April 2019. It is a requirement of coaches dealing with children to have an Enhanced DBS certificate (also required for teachers, police officers, prison officers, child playgroup staff, etc.), as well as training certificate in Safeguarding & Protecting Children. I request this to be recorded in the minutes as I come into contact with children every week for table tennis coaching and from time to time when children attend events on site in order to speak to event organisers during such events. This is to deal with a range of village hall management and maintenance issues e.g. deterring children from climbing trees, picking fruit and potentially causing damage. On occasion I also check with event supervisors to ensure that all is going well and in doing so can prevent issues from arising."

7. Hire update

Hire income continues to hold an increase, driven in part by income from use as a polling station twice this year. There have also been new bookings, including recently started line dancing classes.



8. Maintenance update and works required.

- Water damage to the sink base requires urgent repair
- Door into main hall jammed at the top
- Car park sign needs replacement with new oak post

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

The plan has been revised and updated with the latest building works estimates and will be reissued.

10. Minor expenditures

- New bookings diary required - approved

11. Discussion points arising

The regular meeting dates will need to be revised to allow AS to attend.

ACTIONS

1. NM to pursue improvement plans and update for the website, picture gallery, also add MS to the team list
2. IS to repaint loft hatch
3. CB to add disposal of cooking oil to the end of hire conditions
4. IS/NM to fix leaking gutters
5. IS to source treated wood for climbing rose pyramid frame
6. NM to revert to Quantity Surveyors to develop a procurement specification
7. IS to inform PC re DBS clearance
8. CB to provide copy for the next Together magazine
9. MS to approach Richard Baldry re repairs to the sink base
10. IS to investigate jammed door to main hall
11. NM to source new oak post for car park sign
12. NM to reissue 5 year plan
13. NM to revise future meeting dates to Thursdays

NEXT MEETING: THURSDAY 12th DECEMBER 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 13th August to 14th October 2024 in roughly in sequential order and has taken around 20 hours (diary records kept).

- Watering by can and hose real during periods of very dry weather.
- Deadheading, tying in weeding edging, etc as required throughout this period.
- Weedkiller (Glyphosate) application around the perimeter of the building, fence line and carpark curb.
- Divided potted variegated plants for the floral tubs to be planted in October.
- Purchase and spread 3 bales of bark mulch under the round tree seat.
- Organise and supervise the felling of carpark sycamore trees infected with Sooty Bark Disease.
- Start to construct an ecological log mound with hedgehog house facility.
- Sickle the top of the watercourse bank parallel to the site boundary fence.
- Spot treat roses for aphids and mildew disease.
- Cut wildflower verge parallel to the public footpath and cut back the long, arching boundary hedge growth.
- Cut the site boundary hedge (both sides and top) and cleared up the prunings.
- Floral tubs – strip out the summer display, fertilise and cultivate, replant 2 yellow stemmed dogwoods, 6 variegated ivy, 18 cream coloured violas and around 40 Narcissus 'Golden Dawn'.