

# Framsden Village Hall Team

## Minutes of meeting, 20<sup>th</sup> February 2025

Members present: Neil Mellor (Chair), Charlotte Bell, Margaret Samain, Alex Sharpe

Apologies: None

Members of the public: Ian Seager

### 1. Review of previous actions

- 1.1. Improvement plans and update for the website, picture gallery, team list – Carried forward
- 1.2. Add disposal of cooking oil to the end of hire conditions – Completed
- 1.3. Fix leaking gutters – Carried forward
- 1.4. Source treated wood for climbing rose pyramid frame – Carried forward, consider using Metpost spikes
- 1.5. New oak post for car park sign – Carried forward
- 1.6. Source new oak post for car park sign – Carried forward, consider using Metpost spike
- 1.7. Reissue 5 year plan - Completed
- 1.8. Summarise IS's calendar of grounds works - Completed
- 1.9. Approach IS re advice on tree pruning - Completed
- 1.10. Send thank you card/present - Completed

### 2. Open public forum

IS raised the current backlog of grounds works and continuity of garden maintenance, offering his continued support in training people to conduct pruning – it was agreed that he would continue to support Alexander, which the VH team will manage via CB. AS offered to assist and walk the garden with Alexander/IS to gain knowledge.

Noted that prunings/cuttings need to be removed from the site and the road facing hedge needs cutting and it we should enquire whether the Estate is able to assist with a trailer for cuttings and hedge flailing as previously.

Questions were raised regarding IS's recent resignation from the PC and VH team, though these are appropriate for the PC to consider a response, rather than the VH team.

IS expressed strong disappointment that original improvement plans had been shelved without full costings (paid for by the PC) and funding applications. It was noted that, whilst IS had been the driving force behind much of the improvement plan, the reconsideration was due to the perceived value for money of the proposed works and not his decision to leave the VH team.

### 3. Fire alarm testing

Not required currently.

### 4. Safety of car park surface

There had been an unfortunate recent accident when someone slipped and fell in the unlit car park. Whilst there will always be some risk with a loose gravel surface it was agreed that the car park area needs to be levelled and re-laying to mitigate risk and to improve the parking facilities.

Given that the cost will exceed VHT authority limits it was agreed that it would be raised at the next PC meeting to request authority to obtain quotes and also explore the possibility of volunteer input to the work. It was noted that the pub car park was completed well and that the contractor could be approached to quote.

#### 5. Revised improvement plans

It was agreed that we should prioritise improvements to the kitchen as an early deliverable project – close door, new this will involve closing off the existing door to the garden, replacing the under sink unit, extending the worktop, moving cupboards and adding additional shelves/storage in the meeting room. A working specification and costing is required and a date will be agreed for a small team to meet to facilitate this.

#### 6. Grounds update

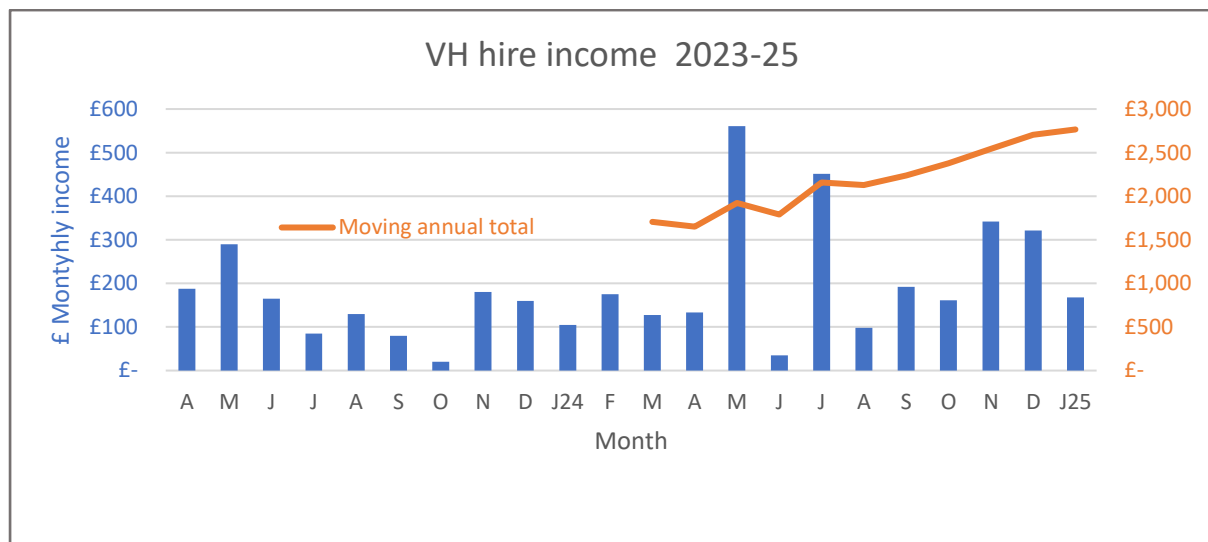
Fruit tree pruning is now underway, under guidance from IS. We have a monthly schedule of grounds works to inform maintenance for the rest of the year, though we will be limited by the availability of voluntary resource to deliver this.

#### 7. H&S update

Agreed that the recent fall accident in the car park should be formally recorded in the H&S files.

#### 8. Hire update and income review

Hire income continues to hold an increase, in part due to new bookings and classes. Income over the past 12 months has now reached approximately £2,750.



#### 9. Maintenance update and works required

It was noted that, despite recent repair works, the front door was jamming in the frame again. This was likely due to the damp weather and it should be allowed to dry out before any further work is considered.

There are 18 chairs awaiting upholstery repairs, which NM has arranged to be carried out by the Debenham Shed project as previously. The chairs will be recovered in batches of 4 and additional material will be purchased as needed to complete the repairs.

#### 10. Review of 5 year plan and projects

No further updates required currently

11. Minor expenditures

None at present

12. Discussion points arising

Agreed that thanks should be formally sent to Erin and volunteers for cleaning

**ACTIONS**

1. NM to raise car park improvements with PC and request authority to proceed
2. NM to arrange a date for specification and costing meeting for kitchen works (Richard B, NM, AS, MS to attend)
3. NM to record the car park accident in H&S file
4. NM to get chairs fixed/order material
5. NM to thank Erin and the cleaning team

**NEXT MEETING: THURSDAY 17th APRIL 2025 19:30 IN THE VILLAGE HALL MEETING ROOM**