

Framsden Village Hall Team

Minutes of meeting, 17th April 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. NM to raise car park improvements with PC and request authority to proceed - Completed
- 1.2. NM to arrange a date for specification and costing meeting for kitchen works - Completed
- 1.3. NM to record the car park accident in H&S file - Completed
- 1.4. NM to get chairs fixed/order material - Completed
- 1.5. NM to thank Erin and the cleaning team - Completed

2. Open public forum

Ian Seager attended and made several observations:

- 2.1. VH team agendas are coming out late, requested that these are available earlier
- 2.2. Ian confirmed that he would continue to maintain the flower tubs this year, with stock purchased at his own expense
- 2.3. Roundup is needed for garden and building perimeter which Ian is qualified to apply. Request to be made to the Helmingham Estate to see if they will supply as previously
- 2.4. Watering can needed – if loan from team member is not convenient we will consider purchase at the next meeting
- 2.5. Materials are on site for a wood pile/hedgehog hotel at the E end of grounds and for a possible bug mound at the W end. Ian has agreed to assist as a volunteer with this construction
- 2.6. Regular weeding and edging around the roses, climbing plants, small beds either side of the ornamental seats is required as part of the maintenance schedule
- 2.7. Poles will be required for rose supports
- 2.8. Ivy has built up on the pine tree and removal should be considered as part of the maintenance schedule.

3. Fire alarm testing - not currently required

4. Revised improvement plans

- 4.1. Kitchen – in progress, completion likely end April/early May
- 4.2. Car park – need contractors' names & specification for works in preparation for tenders

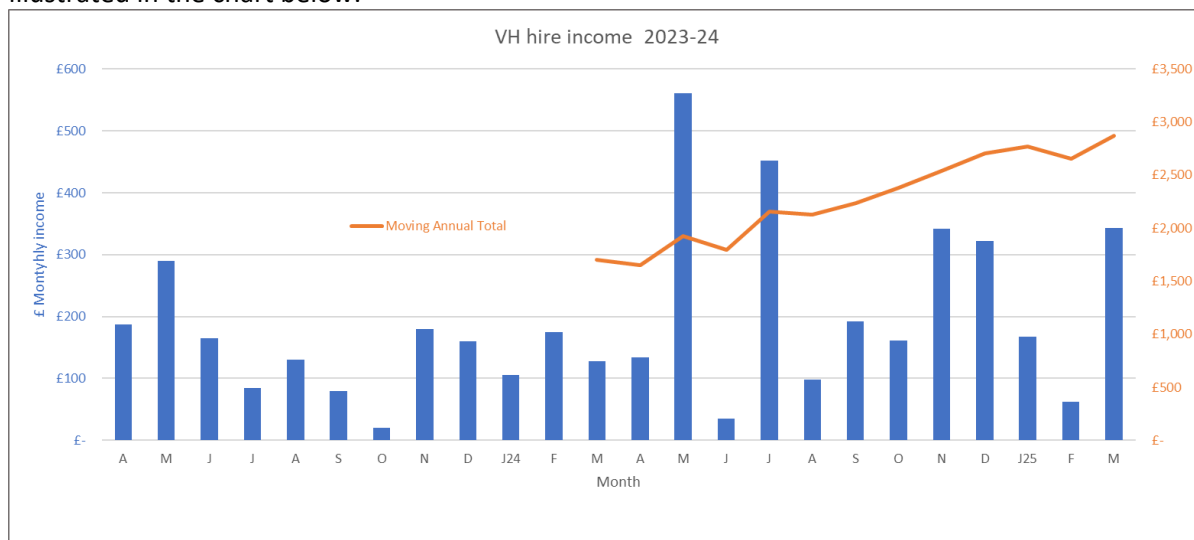
5. Grounds update and resourcing/volunteers

Work is in progress (Alexander leading), though more voluntary help is required in order to deliver a complete programme of works

6. H&S update - n/a

7. Hire update and income review

The upward trend in hire income continues, now totalling £2868.50 for the past twelve months, illustrated in the chart below:



8. Maintenance update and works required

- 8.1. The outside of the building is greening in places and requires cleaning
- 8.2. The paintwork inside and outside has not been refreshed recently and should be assessed to determine whether works are required in 2025

9. Review of 5 year plan and projects – n/a

10. Minor expenditures

- 10.1. Spending by MS on a replacement first aid kit for the VH to be reimbursed via the next PC meeting

11. Discussion points arising

- 11.1. New fire notices needed in the kitchen as existing are smudged and barely readable
- 11.2. Team to look into CIL and other funding sources for car park resurfacing when costs known – action to be considered at the next VH team meeting

ACTIONS

1. ALL to suggest contractors' names for car park resurfacing
2. NM/AS to draft outline specification for car park works
3. NM to ask contractor Elite Aqua re cleaning the exterior of the VH
4. NM to arrange paintwork inspection
5. NM to forward request for MS payment to PC
6. NM to retype/scan fire notice for kitchen

NEXT MEETING: THURSDAY 19th JUNE 2025 19:30 IN THE VILLAGE HALL MEETING ROOM