

# Framsden Village Hall Team

## Minutes of meeting, 26th June 2025

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

Apologies: Alex Sharpe

Members of the public: Ian Seager

### 1. Review of previous actions

- 1.1. ALL to suggest contractors' names for car park resurfacing – carried forward as more names required
- 1.2. NM/AS to draft outline specification for car park works - done
- 1.3. NM to ask contractor Elite Aqua re cleaning the exterior of the VH – done, go ahead given
- 1.4. NM to arrange paintwork inspection – carried forward
- 1.5. NM to forward request for MS payment to PC - done
- 1.6. NM to retype/scan fire notice for kitchen - done

### 2. Open public forum

Ian Seager attended and made several observations which are included under the relevant agenda items below.

### 3. Parking in the VH car park

It had been noted that some vehicles were making regular use of the car park, which may inconvenience VH users who require spaces and have paid for the hire. Decided that a notice could be put out before larger events to ensure that it is kept clear.

### 4. Condition/safety of round garden table

The table top is now loose as a result of children climbing on it, presenting a possible safety hazard. This will be firmly screwed down.

### 5. Fire alarm testing - not currently required

### 6. Revised improvement plans

An initial quote has been received for car park resurfacing following a site meeting with a potential contractor. 2 further quotes will be required for funding applications and these will be pursued.

### 7. Grounds update and resourcing/volunteers

Work is in progress though more voluntary help is required in order to deliver a complete programme of works. It was recognised that a much more comprehensive and proactive work programme had been carried out by the previous volunteer, but that this was felt to be unsustainable with our current resources.

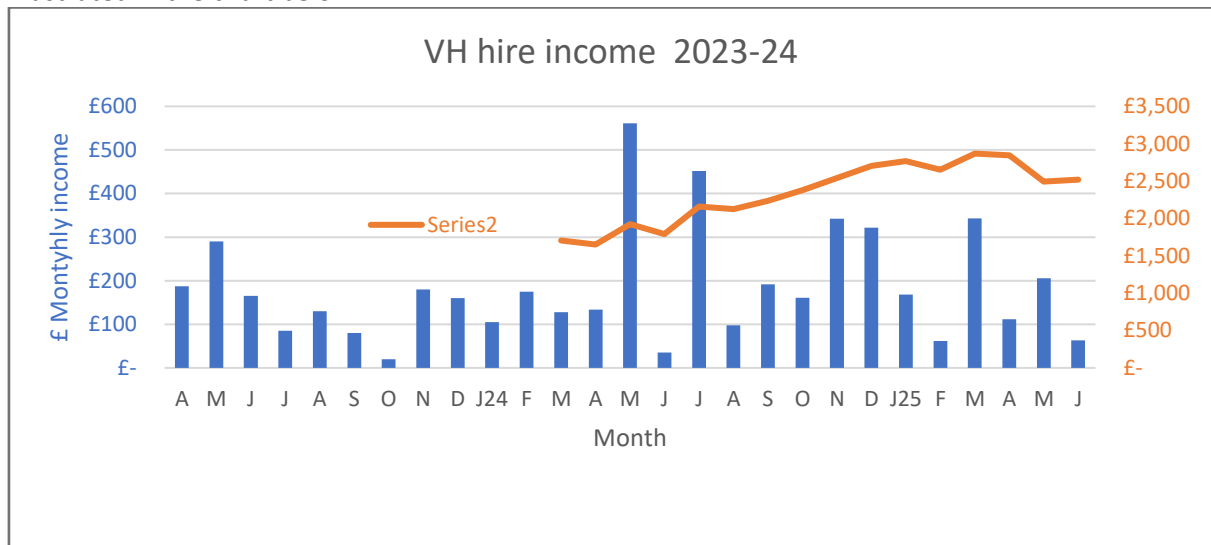
Works planned: Alexander to cut banking and trim hedge, with Alex doing other work as available. IS happy to continue to advise and train volunteers and list of grounds work required had been prepared by IS which appended, amalgamated with our existing work programme.

#### 8. H&S update

The annual inspection report by Eastern Fire Protection had been received, with only one action – to replace the emergency bulkhead light over the main hall exit door. This has been replaced by NM (at a cost saving of approx. £157), who also removed the exit sign from the light in the kitchen, as this rear exit door has been closed off.

#### 9. Hire update and income review

Hire income continues to be healthy, totalling approx. £2,500 for the past twelve months, illustrated in the chart below:



#### 10. Maintenance update and works required

Upper window vents still sticking, need to be freed – to be actioned

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

#### 12. Minor expenditures – n/a

#### 13. Discussion points arising

Noted that rose supports are needed in the garden, to be acquired

### **ACTIONS**

1. **ALL to suggest contractors' names for car park resurfacing**
2. **NM to arrange paintwork inspection**
3. **CB to place 'no parking' notice in VH car park before major events**
4. **NM to screw down round table top**
5. **NM to add grounds tasks identified by IS to existing list of works**
6. **NM to check upper window vents and free if possible or pass to a contractor**
7. **AS to assess/acquire rose supports for garden**

**NEXT MEETING: THURSDAY 14th AUGUST 2025 19:30 IN THE VILLAGE HALL MEETING ROOM (NOTE THAT THIS DATE MAY CHANGE DUE TO VACATIONS)**