

# Framsden Village Hall Team

Minutes of meeting, 23<sup>rd</sup> October 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. NM to arrange paintwork inspection - completed
- 1.2. NM to check upper window vents and free if possible or pass to a contractor - carried forward
- 1.3. NM to give go ahead to contractor for meeting room storage - postponed, see below
- 1.4. AS to ask local contractor to quote & recommend if disabled facilities can be fitted, subject to relevant regulations - completed, see below
- 1.5. MS to obtain watering can or hosepipe for the garden - completed, hosepipe kindly donated
- 1.6. AS to approach our gardening volunteer re a more formal arrangement - completed
- 1.7. NM to investigate repositioning on first aid box - completed, but needs to be re-fixed
- 1.8. NM to repair or replace the outside tap - completed, tap replaced
- 1.9. AS to obtain contractor quotes for a rear ramp to the garden - carried forward, see below

## 2. Open public forum

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

## 3. Fire alarm testing if required

Not carried out on this occasion

## 4. Revised improvement plans

Storage in the meeting room/toilet improvements - on hold pending a quote for fitting a disabled toilet and refitting works in the existing meeting room, for which an initial contractor meeting has been held.

Access ramp - quote to be obtained for a rear access ramp, this to be potentially combined with the disabled toilet works under a single funding bid.

Replacement heaters and ceiling insulation - quote to be obtained at a later stage for this; recognised that infrared heaters may not be suitable, so other recommendations should be sought.

## 5. Grounds update

An overall annual quote for essential garden work will be put together for the November 13<sup>th</sup> PC meeting. CB is drafting a work package, Ian Seager to provide any additional specification for works for consideration.

The final quote is still outstanding for car park resurfacing, NM to ensure this is provided in time for consideration at the next PC meeting, with funding applications to follow.

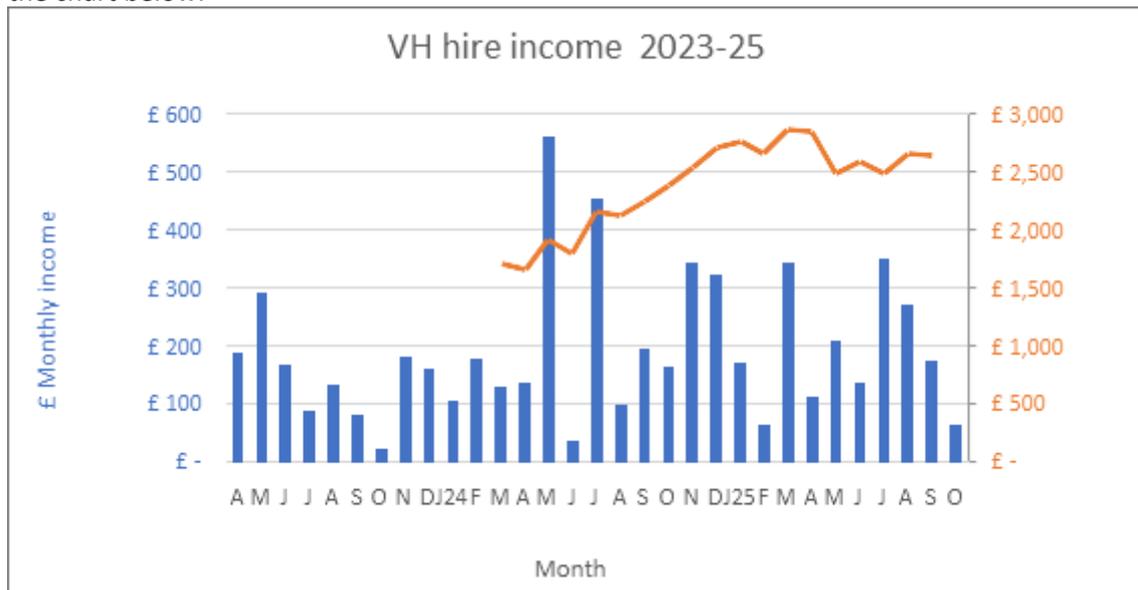
NM to ask Glenn Buckingham for the use of a farm trailer to move wood cuttings in the garden.

6. H&S update

No new requirements at present.

7. Hire update and income review

A new Pilates class has started and annual income continues to be over £2500 pa, illustrated in the chart below:



An updated weekly regular bookings table will be circulated on the village email lists.

8. Maintenance update and works required

Following an annual inspection it was noted exterior paint needs to be touched up on some sills and lower frames, together with new putty on some panes. As it is now too late in the year we will monitor over the winter and arrange the work for Spring 2026, also considering any internal re-touching as appropriate.

A volunteer cleaning session will be arranged in November (since confirmed for Saturday 8<sup>th</sup>).

Sarah now wishes to stand down from the regular cleaning work and Flossie Bell is willing to take this over under the same terms. This was agreed and no further PC approval is required.

9. Review of 5 year plan and projects

No further update at present, pending costings for the car park, access ramp and toilet refurbishments, noted above.

Noted that AS will be attending a funding summit organised in partnership with Suffolk Community Foundation, Suffolk County Council, Community Fund and Community Action Suffolk on 6<sup>th</sup> November to obtain information on potential sources and requirements.

10. Minor expenditures

Additional spare light bulbs are required, CB to obtain. Ian Seager to provide VAT receipts for £65.26 re rose obelisk construction, for refund approval at the next PC meeting. Purchase of a new 2-3 pint teapot approved, MS to obtain.

11. Discussion points arising

Agreed that the regular meeting day needs to be changed to enable AS to attend.

**ACTIONS**

1. **NM to check upper window vents and free if possible or pass to a contractor**
2. **NM to re-affix first aid box on wall**
3. **CB to complete the grounds work package and estimate**
4. **NM to present above to PC for approval on 13<sup>th</sup> November**
5. **AS to obtain contractor quotes for a rear ramp to the garden**
6. **NM to obtain final car park resurfacing quote and present to next PC meeting**
7. **NM to ask Glenn Buckingham for trailer provision to clear wood**
8. **CB to obtain light bulbs**
9. **MS to obtain new teapot**
10. **NM to reschedule future meetings**

**NEXT MEETING: DATE TBC IN MID DECEMBER 2025 IN THE VILLAGE HALL MEETING ROOM**