Framsden Village Hall Team

Minutes of meeting, 9th September 2026

Members present: Alex Sharpe (Chair), Charlotte Bell, Maeve Taylor, Margaret Samain

Members of the public: Ian Seager

1. Review of previous actions from 25 Oct 2025

   1.1. NM to check upper window vents and free if possible or pass to a contractor - carried forward, AS to take on this action
   1.2. NM to re-affix first aid box on wall - carried forward, AS to take on this action
   1.3. CB to complete the grounds work package and estimate – done, but to updated under a new action. Closed
   1.4. NM to present above to PC for approval on 13th November – an annual budget of £300 was approved. Closed
   1.5. AS to obtain contractor quotes for a rear ramp to the garden – included under accessible toilets. Closed
   1.6. NM to obtain final car park resurfacing quote and present to next PC meeting – done. Closed
   1.7. NM to ask Glenn Buckingham for trailer provision to clear wood - carried forward, AS to take on this action
   1.8. CB to obtain light bulbs – done. Closed
   1.9. MS to obtain new teapot – not discussed. Closed
   1.10. NM to reschedule future meetings – superceded. Closed

2. Open Public Forum, including Garden Maintenance

   Ian Seager attended. Ian had shared a document in advance of the meeting "VHMT meeting notes 09.09.26 – 2" but the meeting attendees had not been able to study it in detail. AS will get back to Ian with comments on the document.

   AS confirmed that the team would produce an updated schedule for the maintenance of the village hall garden which would incorporate the suggestions that Ian had made. He emphasised that he respected what Ian has done over the years and was keen to maintain the garden, but that the level of maintenance work undertaken would need to be prioritised in line with the time people were able commit voluntarily and funding available to pay for maintenance services.

   Ian provided the team with a copy of the village hall garden plan he produced at the time he took on the maintenance and development of the garden.

3. Fire Safety & Inspection

   AS is installing replacement emergency light (one completed, one outstanding).

The fire extinguisher in the kitchen still needs to be replaced. AS spoke to manufacturer and they outlined that typically after 10 years maintenance companies will flag that a unit needs replacing. AS to organise for a suitable replacement unit to be provided.

AS to investigate the beeping sounds from the fire alarm system to determine what the issue is and organise a fix.

4. Electrical Safety & Inspection

AS confirmed that the PAT testing has been done – current convention is to not apply labels to tested devices. AS to confirm if a valid Electricity Installation Condition Report (EICR) in in place, and if not organise for one to be completed.

5. Health and Safety

First aid box needs fixing to wall – AS has taken this on. No further updates.
Ian has raised a couple of concerns re: the garden which will be picked up when reviewing his document. AS to address garden H&S concerns raised by Ian.

6. Village Hall Maintenance & Upgrades

Heaters
These have been installed. AS to confirm what instructions are available for their use.

Lights in Main Hall
Ollie has installed replacement transformers.

Outside Paint Work
Quote from Steve Clifford is in for £1650, and he is able to complete the work this autumn – it may increase if there is a significant amount of wood filling work to do. He last did this in 2023 at a cost of £1360. AS has tried unsuccessfully to obtain other quotes for the work (1 contractor didn't replay, another 1 could not do it this year and would not be able to produce a quote for a few more weeks). Agreed to recommend to the Parish Council that the Steve's quote be accepted and he be instructed to complete the work.

Longer term, may look at whether any of the woodwork needs a more extensive repair by a carpenter, in which case it may be necessary to secure additional funding.

Leaking Toilet
All fixed. The other toilet overflows into the pan, i.e. the condition which caused the problem (disconnected overflow pipe) does not exist so nothing further needs to be done.

General decoration & state of the floor
Floor will cost a significant amount of money to replace, will add to a building maintenance/ upgrade log.

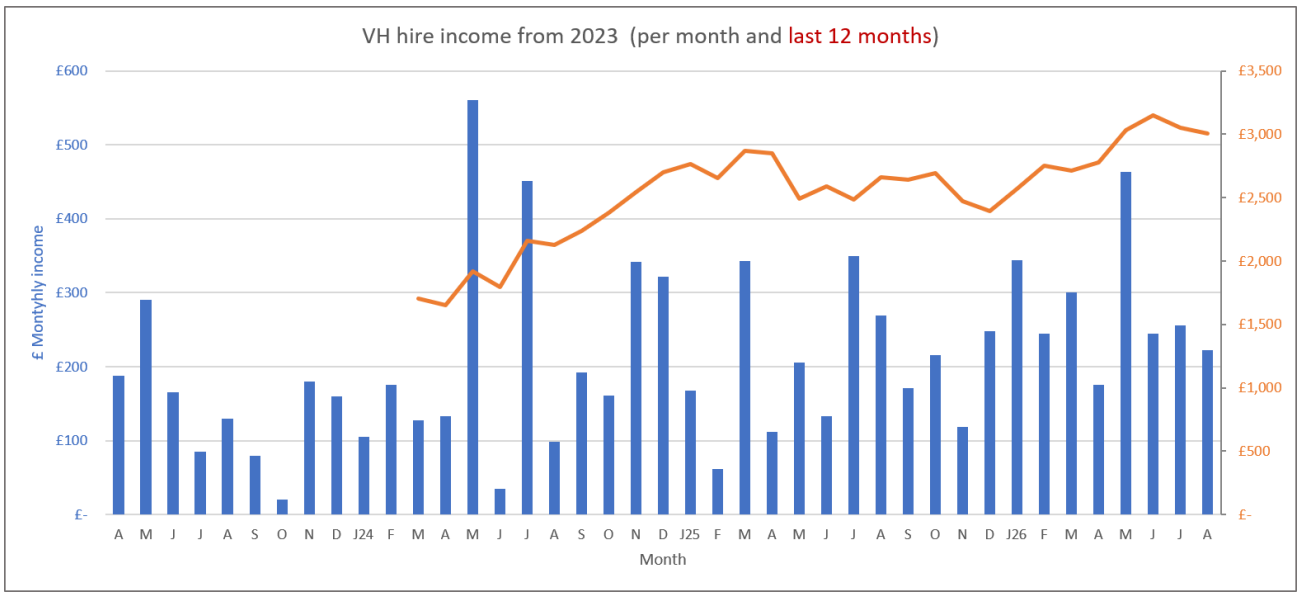
Volunteer Cleaning Session
Next session planned for 19th September.

Accessible Toilets and Building Access

Alex has contacted Suffolk Pro Help asking for support to update the building designs to cover these changes.

7. Hire Update and Income Review

No significant changes over the last few months.



8. AOB

Discussed need to replace tables and chairs. MS to see if number of tables and chairs to be repaired/ replaced can be confirmed during the next cleaning session on 19th September.

It has been questioned whether the microwave oven is working properly. It's not clear what the problem is so for now no action will be taken.

Actions

1. **AS to check upper window vents and free if possible or pass to a contractor -**
2. **AS to re-affix first aid box on wall**
3. **AS to ask Glenn Buckingham for trailer provision to clear wood**
4. **AS to get back to Ian with comments on the document circulated on 9-9-26.**
5. **AS to lead on producing an updated garden maintenance schedule**
6. **AS to complete installation and testing of emergency lighting**
7. **AS to arrange for replacement of fire extinguisher in kitchen**
8. **AS to investigate the beeping sounds from the fire alarm system to determine what the issue is and organise a fix if needed**
9. **AS to confirm if an Electrical Installation Condition Report (EICR) is in place, and if not organise for one to be completed**
10. **AS to address garden H&S concerns raised by Ian in his document**
11. **AS to organise for instructions for the new heaters to be provided**
12. **AS to request approval for Steve Clifford to paint the outside windows and doors in line with what was done in 2023**
13. **MS to see if the number of tables/ chairs needing to be fixed/ replaced can be confirmed on cleaning session of 19th Sep**

NEXT MEETING: TUES 3rd NOV 25, TBC, IN THE VILLAGE HALL MEETING ROOM