



## **Friston Parish Council**

Minutes of the Village Hall Committee meeting 31<sup>st</sup> October 2022 held in Friston Village Hall.

Present: Cllr M Caplin, Cllr S Jackson (in the Chair), Cllr P Carlaw, M Szpak and E Thomas  
In attendance: Phillippa Welby (Clerk) and one member of the public

### **Minutes**

**V15/22 Apologies for absence** – J Burch

**V16/22 Declaration of Interest & Requests for Dispensations** - None

**V17/22 Minutes of the previous meeting:** The minutes for the meeting held on the 31<sup>st</sup> August 2022 were agreed and signed by the Chair.

**V18/22 Open Forum** – There were no issues raised.

**V19/22 Booking Clerk** – The Chair asked that the Clerk write to Jonathan Burch to thank him for his work as booking clerk. Liz Thomas will take over the role for one year. She has requested that her landline be the new contact number for bookings. Clerk agreed to change the details on the various websites.

**V20/22 Fire Risk Assessment** – Liz and Marie have conducted the fire risk assessment for the hall. Actions from this are: Regular fire alarm test, rear kitchen fire door needs attention as not closing properly, also to look at changing the handles of both doors and to send a sample of ceiling tiles in the main hall for asbestos.

Liz has produced a card for the main hall and the kitchen to show fire escape routes, she will add the postcode and What 3 Words code to it.

**V21/22 Blinds** – Paul had received three quotes for the fitting of blinds in the main hall and kitchen.

The Committee unanimously agreed to use Austro Design to supply automatic blinds in the main hall and manual blinds in the kitchen. The Committee agreed on Palette Iron for the colour.

**V22/22 Electrical Works** – Paul had received quotes from one company to replace the lights in the hall with LED strip lights and to put down lighters in the main hall to create levels of light for different events. Paul will approach two more companies for quotes based on the same criteria.

**V23/22 Hall Photos** – The Committee agreed to go ahead with the vintage photo boards for the hall to replace the old photos that were previously hanging in the hall. This will harmonise the display and keep the originals from further decay.

Liz to contact EPS to give them the go ahead to produce the boards. The Clerk received a bill from the graphic designer for the scanning and production of the new boards of £160. She asked if EPS could send the bill directly to her.

Liz will arrange the fitting of the three boards.

**V24/22 Marketing** – The graphic designer has offered to make a stand alone website for the village hall. The Clerk asked for more details of this. For example, whether it can be maintained by her and what the costs are likely to be for hosting it. Liz to speak to designer and get details.

She has had an offer to have the hall dressed for a party/wedding reception for free with links to the companies on the village hall website. She will continue this project. This will create better photographs to help market the hall outside of the village.

She has also added the hall to possible venues for Coastal Learning.



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**V25/22 Hirers Documents** – The Committee went through hirer’s conditions of hire. Liz will take parts of the original overview and combine them with her inclusions. She will go circulate her final draft to the committee. It is hoped that this will act as a help sheet for someone who is hiring the hall for the first time. The clerk will consult Community Action Suffolk for advice as to the hiring documents.

**V26/22 Damp Work** – This has been completed. There is one piece of guttering to be added to the neighbour’s shed. It is hoped that this work will relieve the damp on the west wall of the hall. Liz and Paul will monitor the wall with a damp meter.

**V27/22 Correspondence** – The Clerk has spoken to the neighbour of the hall regarding the damp work.

**V28/22 Date of Next Committee Meeting – 11<sup>th</sup> January 2023**