

PEASENHALL ASSEMBLY HALL
Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 22nd July 2024 at 7:30pm

MINUTES

Present: Jane Collins (Chair), Cheryl Baldry, Martyn Burnside, Joanna Saunders, Sue Pipe, Zoe Horlock, Frank Potter

1. Apologies

Apologies were received from Carol Potter.

2. Minutes of Previous Meeting

The Minutes of the Meetings on Monday 3rd June 2024 and Monday 10th June 2024 were agreed as a true and correct record.

3. Matters Arising

- a) FP reported that he had replaced the remaining incandescent light bulbs in the hall with LED bulbs. He has also installed the dummy CCTV cameras and the solar powered security lights. He was concerned that the solar lights only remain illuminated for approx. 20 seconds when triggered which was too short a time. It was agreed that they will be monitored as the nights draw in and, if necessary, they could be replaced with a different model.
- b) JC reported that the new audio visual equipment has been installed by GJ Glennon. There was a concern that the projector might become damaged whilst being repeatedly moved between the storage cupboard and the projector box. JC will request a quote for a permanent lockable projector box.
- c) The Wi-Fi has now been installed in the hall and is operational. SP proposed that we should install filters on the router to restrict access to undesirable websites. This was agreed by the Committee.
- d) JC reported that Plug In Suffolk had advised us that they would not be able to proceed with the EV charging point at the hall due to issues over the ability guarantee access to the charging point over a period of 15 years.
- e) JC has contacted Aspalls. They are unable to directly supply us with cyder, but provided contact details for a wholesaler.

4. Chairman's Report

- a) East Suffolk Council have informed us that there had been a good response to the Fit Villages questionnaire in the area and, as a result, they will organise and fund a 6 week run of exercise classes for the less mobile, possibly seated aerobics. ESC will source and pay for an instructor and also pay the hall hire fees. At the end of the 6 week run, the village will have the option of taking over the organisation and funding.

- b) JC reported that there was a meeting on 9th September to discuss the possibility of setting up a crafting club which would meet in the hall.
- c) JC reported that the landowners of the small piece of land adjacent to the village sign have agreed that we can place an A board on the land to advertise hall functions. 4 trustees signed an agreement drawn up by the landowner, which is for a period of 3 years. There is no charge for this use of the land.
- d) There was a discussion on the need for small lightweight fold up tables for the hall, particularly for the film nights. The committee also discussed whether we should install curtains across the 2 entrance ways from the front door into the hall. JC agreed to research the cost.
- e) We have been notified by ESC of potential funding available relating to the Tour of Britain cycle race coming through Peasenhall on Sunday 8th of September. The committee did not believe there as anything suitable that the hall could get involved with, but MB offered to speak to the cyclists in the village.

5. Treasurer's Report

FP presented the Treasurers report on behalf of CP. Since the last committee meeting income has been:

Easy fundraising payment £30.58, Hall Hire £334, Makers Market £263.30 (+£120 tables, already reported at a previous meeting), June Pop up Pub £38.40, June Film Club £33.63, Wimbledon/Euros £180.76 (inc £47 donations) October Makers Market tables £100. Total income £980.67.

Outgoings have been:

Electricity £101.96, Cleaner £195.50, Yoxmere Fisherman £155.00, GJ Glennon £1461.54, East Suffolk Alcohol licence £70.00, Fram Broadband £314.40 (£157.20 to be refunded), Wine for AGM £15.00, LED bulbs, security lights and dummy cameras £50.95, Thank you gift for Amanda £32.98, Ellie Wedding gift £30.99, Loo roll and cleaning materials £21.53, Kettle £22.99 and Washing line £11.95. Total outgoings £2484.79

The accounts stand as follows

Current Account	£40,814.60
Petty Cash	£568.25
Float with Martyn	£50.00
Total	£41,432.85

The July Film Club monies have not yet been received, but costs for this were £28.38.

6. Bookings

- a) Update on June events.
 - The Wimbledon and Euros final weekend was mixed, with only 3 or 4 people for each of the tennis finals, but approx. 25 people for the football.
 - Attendance at the last 2 Pop Up Pub nights had been poor, despite good advertising. FP suggested that we go ahead with the July event, but if attendance does not improve we should cancel future events. CB suggested that if the start time was brought forward to 6pm we may get better attendance. This will be considered for the August event.

b) Future Events

- It was agreed that instead of opening the hall for the Last Night of the Proms on 14th September, we would hold a quiz night. Stuart, the question master, is keen to be involved. It was proposed that the food would be a cheese ploughman's.
- There was a proposal to hold a Christmas wreath making event on the afternoon of 7th December. There would be an entrance fee and mulled wine, mince pies, etc. would be sold.

7. AOB

SP suggested that we have a standard agenda item for safeguarding. Following her attendance at the Safeguarding Essentials Conference, she has drafted an updated safeguarding policy for the hall based on a template from Community Action Suffolk. Although the policy looks complicated in places, it is actually simple to implement. It was agreed that, under the new standard agenda item, a different aspect of the policy would be covered at each meeting.

It was agreed that there would be a tidy up of the outside areas of the hall between 4pm and 6pm on Monday 5th August. It was also agreed that we should find a window cleaner for a one off clean of the windows.

8. Date of Next Meeting

The date of the next meeting was agreed as Monday 2nd September.

Frank Potter
Acting secretary

Signed by.....
Chairman