PEASENHALL ASSEMBLY HALL
Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 2nd November at 7pm

MINUTES

Present: Frank Potter (Chair), Martyn Burnside (Vice Chair), Carol Potter (Treasurer), Hayden Foster, Sue Pipe, Joanna Saunders.

1. Apologies

Apologies were received from Lisa Eveleigh (Gary Greenwood was absent)

2. Minutes

Subject to one typo noted by MB regarding the minute on the East Suffolk Council bins, the minutes of the meeting held on 14th September 2026 were approved. FP hand amended the minutes, signed them and retained them to hand to LE at next meeting.

3. Matters Arising

- **Wobbly Handrail** - FP has contacted Trevor and he will replace the post on Friday.
- **Front Hedge** - This had now been cut by FP.
- **New Fridge** - This has arrived and was used at the Pop up Pub for Halloween, it was a huge success.
- **Trident Fire** – The invoice for the fire alarm service and emergency exit lights has not yet been received.
- **New Bins** - These have arrived. Thanks to MB for organizing this.
- **New Banners** – The Film Club banner and Pop up Pub banner have both arrived.
- **Films** - MB stated that he had emailed the Film Club mailing list and, as nobody had replied to his suggestion of showing a second film, this idea has now been shelved

4. Chairman's Report

When the toilets were refurbished, in accordance with the contract, we kept a retainer for 6 months. FP has met with the contractor and agreed a snagging list which requires addressing before the retainer is paid:

- The floor strip needs re-fixing
- Cracks around window frames need caulking then painting
- The cover over the outside tap isolation screw in the disabled toilet needs replacing with something more permanent
- Insulation is required around stopcock

The contractor will address these issues over the next couple of weeks

5. Treasurer's Report

Income since the last meeting:

Hall Hire £574, Donations £15, August Film Club £134.01, September Film Club £140.85, October Film Club £63.77, £70 for Makers Market tables and £110.59 from the Halloween Pop up Pub.
Total income = £1108.22

Outgoings since the last meeting:

British Gas £66.62, Cleaner £110.50, Fram Broadband £24.65, Monthly bank charge £8.50, Fridge £199, Trolley £23.99, Leaving gift for Zoe £30, Cleaning materials £5.50, Paper towels £25.70, Glasses for the bar £20 and new banners £217.33.
Total outgoings = £731.79

The accounts stand as follows:

Current Account	£24,860.76
Petty Cash	£961.72
Martyn Float	£80.00
Total	£25,902.48

6. Film Club

Attendance has been good over the last 3 months, with totals of 30, 35 and 25 respectively. This Friday the film is Midwinter Break. There have been 2 donations from local businesses. FP stated that MPLC had contacted him by email to say we needed a licence, but as we use Moviola, FP will message them back and say we already have a licence.
CP asked if the name on the licence could change from Peasenhall Picture Palace to Peasenhall Assembly Hall, this would mean the hall could use said licence if required.

7. Recent Events

The Pop up Pub was held on Saturday. The decoration for the event was excellent and thanks went to Kyra for her hard work. CP asked if Kyra would be happy to decorate the Christmas tree in the hall. The Pop up Pub had 30 customers plus 7 band members. The burger van did good trade and they have asked if they can attend the November Pop up Pub evening. This was agreed.

8. Future Events/ Bookings

East Suffolk Council have hired the hall on Saturday 14th November for their "Cake Off" event.
Peasenhall United Charities have a wine quiz evening booked for Saturday 21st November, but ticket sales so far have been slow.
The Makers Market is planned for the 7th November. CP will arrange the food for the kitchen but has requested baking by any willing committee members.
John O'Connor has arranged a concert for 26th November

Circle 67 have an event on 9th December and FP will provide a bar, with the bar profits going to hall funds.
The Peasenhall Parish Council Christmas Tree switch on will be held on the 6th December, with the tree lights being lit on the Knoll followed by refreshments at the Assembly Hall.

9. Safeguarding

There were no issues to report.

10. AOB

- SP raised the issue of the potholes in the drive. There was a discussion about patching repairs with existing hardcore. HF could obtain a wacker plate for a weekend if we paid for the fuel.
- FP reported an issue with the app for the hall heating, he would investigate this further.
- FP reported that there would be no Pop up Pub in January.

14. Date of Next Meeting

The next meeting will be held on **Monday, 11th January 2027 at 7.00pm** in the Hall.

The meeting ended at 19:50hrs.

Signed by……..

Frank Potter, Chairman