

# PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING  
Monday 22nd May 2023 at 7.30pm in the Hall

## MINUTES

**Present:** Carol Potter (Chairman), Martyn Burnside, Jane Collins, Zoe Horlock, Amanda MacGregor, Sue Pipe.

**1) Apologies:** Frank Potter, Jacqui Cawkwell-East.

**2) Election of Officers**

Lisa Eveleigh and Frank Potter agreed to join the committee as Trustees.

Trustees were officially voted in for the following positions:

Chairman: Carol Potter

Vice Chair: Martyn Burnside

Treasurer: Carol Potter

Secretary: Jane Collins

Social Media Officer: Amanda McGregor

Safeguarding Officer: Sue Pipe

Booking Officer: Frank Potter

**3) Minutes of the previous meeting held on 24.04.23.**

Agreed by the committee as a true and accurate record.

**4) Chairman's Report**

- Kings Coronation Tea Party went extremely well with lots of positive feedback. Carol thanked all the team for their hard work.
- Positive Peasehall Tai Chi session was well attended, and everyone really enjoyed it. Carol is looking into possibility of putting on a beginner course.
- 17<sup>th</sup> June is Wellbeing Day with 4 different types of exercise available.
- Thanks to Zoe, Jane, Colin & Mark for sowing grass seed and tidying up the outside area.

**5) Secretary's Report**

In process of finding a builder. 8a on the agenda

**6) Treasurer's Report.**

Since our last Committee Meeting

Income is as follows Hall Hire is £218 (of which £110 is from Positive Peasehall),

Donations £40.39, Deposits for the Makers Market £20, Film night £75 and the Saxophone concert £176.00. This totals £529.39.

## PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

Outgoings Cleaning costs £93.50, Electricity £18.52 (this is low because of the remainder of the government grant), Key cutting £33.00, Grass seed £46.23, Lighting £45.93 and Lavender plants £18.00. This totals £255.18

The accounts stand as follows

Current Account	£51,198.44
Petty Cash	£647.54
Float with Martyn	£50.00
Total	£51,895.98

### 7) Matters arising from previous minutes.

- Grant applications. JC looking into. MB suggested contacting Louise Fairbrother at CAS and keeping an eye on their newsletter. Jim Brown at SCC has also been helpful in the past. Also need to see if local businesses might wish to help, Postcode Lottery funding and Landfill. Need to be aware that our 3-year parking lease may be a stumbling block. Agreed a meeting 'Development Plan' would be useful. **19<sup>th</sup> June @ 7pm**
- Website. Sue would like to be able to access the Peasehall website – Lisa to assist.
- Investigation work to be put back to original state. Martyn contacting Ian, who has been away.

### 8) Update on Action Points from previous meetings

- a) Builders.** JC meeting with builders and going through snagging list. Once quotes are in, a decision can be made.
- b) Garden furniture.** Agreed that wooden furniture to be purchased. JC to investigate prices of round and rectangular tables.
- c) Step ladder.** Agreed to purchase a standard step ladder in the first instance. JC to purchase example shared at meeting.
- d) Card reader.** Agreed this would benefit sales. CP to purchase.
- e) Coffee machine.** Fresh Pac have kindly lent us a machine free of charge which has now been delivered. CP to let Sara know we now have one.

### 9) Future Plan for Hall

Draft Flyer is now available but agreed it would be beneficial to interview some residents face to face in the first instance. SP offered to do this & JC will do so at the walk in Wednesday coffee mornings.

A suggestion box will also be placed in the hall to encourage feedback / ideas.

### 10) Future Events

- Film Night. 'Living' 2<sup>nd</sup> June. 'Empire of Light' 7<sup>th</sup> July. Nothing in August
- Bingo. 9<sup>th</sup>, 23<sup>rd</sup> June & 14<sup>th</sup> July
- Wellbeing. Saturday 17<sup>th</sup> June
- Pop up pub 30<sup>th</sup> June 28<sup>th</sup> July & 25<sup>th</sup> Aug
- Summer Party 19<sup>th</sup> August

# **PEASENHALL ASSEMBLY HALL**

**Registered Charity Number 304808**

## **11) AOB**

CP has contacted the Bowls Club informing them of dates when they will be unable to use carpark due to events on at the hall.

Resident next to hall has been spoken to re not parking their car in carpark on a regular basis and have agreed to this.

## **12) Date of next meeting:** Monday 10<sup>th</sup> July 7.30pm

The chairman thanked members for their attendance and closed the meeting at 21:00 hours

Minutes agreed:

\_\_\_\_\_

(Chairman)