

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 10th July 2023 at 7.30pm in the Hall

MINUTES

Present: Carol Potter (Chairman), Martyn Burnside, Jane Collins, Zoe Horlock, Amanda MacGregor, Sue Pipe, Lisa Eveleigh, Frank Potter

1) Apologies: None

2) Minutes from previous meeting held on 22nd May 2023

Agreed by the committee as a true and accurate record

3) Chairman's Report

- Hall hire has included two film nights, a Positive Peasenhall wellbeing day and pop-up pub which have all been a great success.
- Carol thanked JC for her recent work gathering quotes and meeting with contractors for the hall improvements

4) Secretary's Report

The Fire alarm system was serviced on Friday 7th July. The panel needs replacing and two emergency lights are not working. Quotes have been requested to be sent to Carol.

5) Treasurer's Report

Since our last Committee Meeting

Income is as follows Hall Hire is £272, Donations £36.82, June Film night £82 and the Pop-up Pub £164.74. This totals £555.56

Outgoings Cleaning costs £103.18, Electricity £92.84, Key cutting £84.00, Yoxmere Fisherman £146, Bench £428.99, Satellite dish £246, Suffolk Council alcohol licence £70, Small key safe £17.64, 2 square readers £45.60, New Ladder £87.99, Trevor's 1st invoice £1042.43, Extension lead £7.00. This totals £2,371.67.

Awaiting invoices for the new tap at the handwash sink and the paint.

The accounts stand as follows

Current Account	£49,236.43
Petty Cash	£659.44
Float with Martyn	£50.00
Total	£49,945.87

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6) Matters arising from previous minutes.

- None

7) Future Events

- Pop up pub 28th July and 25th August
- Working party 22nd July and 6th August
- Summer Party 19th August
- Black Deek Band 2nd September
- Makers Market 18th November
- Cold Steel Rail 9th December

Amanda will put all above in Yoxmere.

Added Agenda Item – Safeguarding

Sue had attended a safeguarding conference via zoom which was extremely helpful. Range of professional speakers. Need to recognise a situation and then know how to act. AI being used to copy peoples' voices, leading to fraud, and targeting the vulnerable. Home invasion discussed. Very important that volunteers are listened to and we as a committee have a role to play, be observant. Need to bring the policy to life. Acknowledged that there is no longer Neighbourhood watch.

8) Update on Action Points

a) Website / booking form

Booking form now on the website and has been condensed to two pages, including T&Cs. It can be completed online and then sent to Booking Officer (Frank). Discussion on how we need to keep the website up to date, adding photos from events etc. Suggested T&Cs for booking should be displayed in the hall.

b) Interviews / suggestion box

Suggestion box being made (JC).

Sue has now interviewed 18 people. Concerns about future of the car park, heating and keeping the hall watertight. Also comments about the need for an extension. Suggested activities- Line Dancing, pop up restaurant, quiz nights (2hrs max), commercial activities. Desire for the hall to flourish. Teenagers would prefer an activity, not just a social

c) Snagging list

Trevor is making good progress with snagging list. He is available to work Thursday & Fridays until we no longer require him.

Jane has asked Trevor to quote to repair the notice board at front of hall.

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d) Scaffolding

2 quotes obtained (CAT & Amies). Amies the better quote. Jane to check with them re electric wire being sleeved or isolated.

There are swifts nesting in the roof space. Jane met with Eddie Bathgate (SOS Swifts) who advised we did not erect scaffolding until the first week of September. He also suggested placing a bank of nesting boxes on the apex to encourage more swifts to nest as they are an endangered species. There was a discussion as to the need for the boxes as the swifts already nest in the roof. It was agreed that we should have the boxes and that the roof space filled in once the nest boxes are in situ.

e) Grant application

JC has meet with Paragon Landscaping and awaits a quote for a path leading from store shed to front door and a paved area. A grant application will then be submitted to Adnams.

Jim Brown has emailed the next set of live grants. JC to look into.
Insulating the walls is the primary objective.

9) AOB

Amanda- A frame at side of building needs disposing of. All agreed and Zoe to take it away. There are two more frames in upstairs storeroom.

Martyn – Had a complaint at Film Night that Broadside beer was off, close to sell by date. Replacement offered.

Carol

- Concerned the bowls club may have not provided all the dates when they have matches.
- Fire Alarm quote for lights (£108.36) and control panel (£350.70) have been received and it was agreed this work should be undertaken, if all of the faults were within the quote.
- We now have satellite dish and will need a TV licence when we put on our first event. JC to contact Stephen Burroughs to discuss Wi-Fi.
- New lock for front door has been fitted. Trevor will be asked to install Key Safe.

10) Date of next meeting: To discuss summer party Monday 24th July 7.30pm

The chairman thanked members for their attendance and closed the meeting at 21:10 hours

Minutes agreed:

(Chairman)