

# PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING  
Monday 4<sup>th</sup> December 2023 at 7.30pm in the Hall

## MINUTES

**Present:** Jane Collins (Chair) Lisa Eveleigh (Secretary) Frank Potter, Cheryl Baldry, Martyn Burnside, Zoe Horlock, Amanda McGregor Sue Pipe (remotely)

**1. Apologies:** Carol Potter (treasurer).

**2. Minutes from previous meeting held on 23<sup>rd</sup> October 2023**

Agreed by the committee as a true and accurate record.

**3. Matters Arising**

- a. Trevor has finished the work he was contracted to do, except for mending the locks on the lavatories and fitting a handrail in the gents.
- b. Frank circulated a guide regarding the responsibility of being a Trustee.
- c. Still awaiting report from Aaron Nobbs
- d. There is a balance of £163.56 from Positive Peasehall. After discussion it was decided the money should be used on purchasing games that could be used for occasions such as the Pop-up Pub.
- e. Health and Safety Draft Policy. Sue has reviewed it and felt it covered everything. The Assembly Hall has an Accident Book which is in the cupboard in the kitchen.
- f. It was agreed we should have a folder with all relevant information for hirers to have access to such as Booking Form, how to turn on heaters, contact details. Frank offered to start this off. Sue Pipe suggested having a laminated notice highlighting this.
- g. Jane has contacted Stephen Burroughs regarding the Locality Grant to get Wi-Fi. Response was to ask again in April.
- h. Heat survey conducted by Lawrence Moss at the Maker's Market by Laurence Moss – the hall is leaking heat everywhere, which did not come as a surprise.
- i. Arrangements had been confirmed for the Christmas Tree lights switch-on at the Knoll.
- j. Martyn has spoken to Lawrence regarding original website who confirmed it had been deactivated some while ago.

**4. Chairman's Report**

- a. The grant application to East Suffolk Rural Business and Community Hub for 80% of the cost of internal insulation ie £19,400.80 of the quoted £24,281.00 sadly did not succeed. Feedback suggested that a more dynamic and ambitious application needs to be made. It suggested re-

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applying after a new survey was conducted to the residents. To find out exactly what they want from the Hall. Other recommendations were to consider using the hall as a warm space, more youth activities and a work / study space. Lisa suggested contacting Samantha Hyde, whose application succeeded in obtaining the Positive Peasehall grant for help with completing further applications or possibly applying for a Lottery Grant. Martyn also has extensive experience of grant applications so Jane will send this application to him for review.

**ACTION: Jane to contact Samantha Hyde and send application to Martyn**

- b. A grant application request has been made to the Lord Belstead Trust for £3000 to go towards making a pathway to front entrance and insulating ceiling void.
- c. Jane suggested we looked at possibility of having curtains at both entrances of the hall to reduce drafts and look at secondary insulation around doors.  
**Action: Jane to contact Lydia Mckenzie Stephens (curtains) and Trevor**
- d. There may be an opportunity to have electric charging points installed via Plug in Suffolk, who pay for the installation and may result in the hall receiving a small revenue stream. They are asking for expressions of interest at this stage, and it was agreed we should do this.
- e. Alison the cleaner is currently using her own money to heat the hall when she is cleaning. All agreed she should be reimbursed and may be due a pay rise. **ACTION: Frank to ask Carol to investigate.**

### 5. Secretary's Report

Lisa Eveleigh said that she had identified a line-dancing teacher in Westleton and a Scottish Country dancing teacher for possible future events and would contacting them for future events in 2024.

### 6. Treasurer's Report

Since our last Committee Meeting

Income is as follows: Hall Hire is £336, Emptying of meters £53, Donation £10, Donation of VAT reclaim for Positive Peasehall via Parish Council £353.93, Pop up Pub Oct £70.59, Pop up Pub Nov £52.57, Makers Market 299.13, Film night Nov £106.86. This totals £1282.08

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Outgoings: Lotteries licence £20, Trident Fire annual service £76.80, Electricity £49.44, Cleaner £93.50 and 40.95 Batteries and Lightbulbs, this totals £280.69 with a further £641 for Trevor's 4<sup>th</sup> invoice still to be paid

The accounts stand as follows

Current Account	£44,309.80
Petty Cash	£877.37
Float with Martyn	£50.00
Total	£45,237.17 (44,596.17 after invoice paid)

Jane would prefer to have an account where BACS payments can be made directly, as Carol is currently paying out of her private account and then being reimbursed. Frank to ask Carol to investigate.

### 7. Film Club

Martyn Burnside reported takings of £73 for the Christmas film showings. The children's film was poorly attended but it was enjoyed by those who attended.

Martyn has looked into changing the licence from MPLC to Moviola which Yoxford and various other local Village Halls use. They charge a 35% of box office taking plus an admin fee of £40 so based on our current numbers would cost us around £70 for the gold membership and £60 for the silver. The advantage in changing is that we would be able to advertise films in advance, which could be done via the Yoxmere Fisherman (no cost), on social media and by printed flyers (£10 for 100 flyers). It would be possible to reach many more people with advertising as some elderly people would not use email to subscribe to the mailing list or see social media posts.

Jane suggested we should look at ways how we can make the overall experience as enjoyable as possible and generate more income at the same time. Some halls provide a café style approach with tables and chairs. Other suggestions such as having an interval and offering ice creams / drinks, popcorn and chocolate and a full bar service were all things to be considered Martyn would like to improve the raffle and perhaps ask local businesses to support the Film Club

It was noted that Yoxford charge £5 per person for their film nights. It was felt that we should remain with our donation pot to ensure nobody is excluded.

It was unanimously agreed to move to Moviola and give 60 days' notice to MPLC (expiring on February 5<sup>th</sup>). It was agreed that adequate time needed to be given to this new system and therefore review in a year.

### 8. Bookings

#### a. Update on Previous events / future Bookings

Amanda reported very good feedback from the Maker's Market, including the comment from one exhibitor that the event was better than the one at Old Hall Farm

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It was agreed we should repeat the event in the summer – possibly June – and add things such as plant sales to the offering and put up the gazebos. Timing could be 10am to 2pm or 10am to 3pm.

Cold Steel Rail booked for Saturday 9<sup>th</sup> December at 6.30pm. Frank and Carol to run the bar and Lisa volunteered to help set up in the afternoon.

Thickett Family have booked hall for 31<sup>st</sup> Dec

### **b. Shared Calendar**

It would be very useful for everyone to have access to an online calendar in order to know when the Hall is booked, future events, especially for social media and advertising.

**ACTION** Amanda to send an app for Frank to review and discuss at next meeting.

### **c. Future events / planning**

Lisa has possibly found a line dancer. It was suggested that there be a Quiz in March, line-dancing in April and possibly a Karaoke evening. Once the Hall owns a TV licence we can hold events centring on televised events.

It was agreed that the next meeting should focus on planning events for the next coming year.

### **9. AOB**

Need confirmation on where we stand on preparing / serving food in the Hall. East Suffolk have guidelines on preparing food in Village Halls.

The water needs to be turned off in freezing conditions. Martyn offered to oversee this.

### **10. Date of next meeting**

The date of the next meeting is **Monday 15<sup>th</sup> January at 7.30pm** in the Assembly Hall

The Chairman thanked members for their attendance and closed the meeting at 9.10pm

Lisa Eveleigh  
Secretary

Minutes agreed: \_\_\_\_\_ (Chairman)