

PEASENHALL ASSEMBLY HALL
Registered Charity Number 34808

MANAGEMENT COMMITTEE MEETING

Monday 29th April 2024 at 7:30pm

MINUTES

Present: Frank Potter, Carol Potter, Jane Collins (Chair), Cheryl Baldry, Amanda MacGregor, Lisa Eveleigh (Secretary)

- **Apologies**

Martyn Burnside, Sue Pipe, Zoe Horlock

- **Minutes of previous meeting held on 18th March 2024**

With some agreed changes, these were agreed by the committee as a true and correct record and will be circulated.

- **Matters Arising and Actions**

a) Jane Collins has asked Trevor McKenzie Stevens to quote for insulating the front door and roof space.

b) **Fire Risk Assessment:**

Lisa Eveleigh has descaled the kettle.

Recommendation 7: Frank Potter will replace older light bulbs in mezzanine and 1st Floor spaces with LED bulbs.

Recommendation 8: Lisa Eveleigh has donated a galvanised steel mop bucket for use of smokers. Jane Collins will fill with sand.

Recommendation 9.1: Frank Potter will investigate the cost of fake security cameras.

Recommendation 10: Agreed PAT TESTING of storage heaters not required.

Recommendation 13: Storing paint in a metal cabinet. Carol Potter has sourced and one is now in place.

Recommendation 18: Painting the main entrance steps and the side exit with a yellow line to make a slip/trip less likely. Frank Potter to action using the yellow paint in the loft.

Recommendation 19: Inspecting the Exit Doors weekly or monthly and recording this. Jane Collins to action this.

Recommendation 22: to test smoke detectors Jane Collins

Recommendation 27: e-learning course for key staff/cleaners. It was agreed not to action this.

Carol Potter reported that she has advised regular Hall hirers of the increase in fees.

- **Chairman's Report**

a) Jane Collins reported bumping into Ian Hall and has subsequently met with him and Lucy Mobbs regarding Hall improvements / extension. Advice from ESC and

Sam Hyde suggests we must be more ambitious and engage with the community more. Jane provided a 'wish list' to include more storage space, a cleaner's cupboard, disabled toilet, upgraded kitchen, porch next to the outside store shed and possibly a meeting room. Lucy has agreed do some preliminary drawings free of cost for discussion. Opinions as to the scope of improvements will be sought at a coffee morning we will organise in due course.

- b) Film night – Laurence has kindly done a set of detailed instructions on how to set projector etc up. Jane will endeavour to learn how to do it but it would be preferable if a few trustees could do this
- c) Cables that connect to the front speakers could be a potential trip hazard although they are currently taped down. **Carol to investigate a solution.**
- d) Following the work carried out by Aaron Nobbs earlier in the month they advised that solar lights for the outside of the building would be best thing and to install ourselves. **Frank to source**
- e) Martyn reminded trustees that all notices / correspondence should have our Charity number displayed. **All to note.**

5. Secretary's Report

- a) Lisa Eveleigh had met a Personal Fitness trainer who has a private client in the area and is interested in running a class in the Hall afterwards, possibly on Tuesday, Thursday or Sunday. The Hall would be free on Thursdays from 11.45 to 13.15. Sunday morning would not suit churchgoers. **Lisa Eveleigh to enquire further.**
- b) Felicity from Dance Fit is offering a new Legs Bums and Tums class which will run directly after her dance Fit Class on Tuesdays

6. Treasurer's Report

The end of year accounts probably look a little healthier than expected as many of the invoice for work carried out in March did not arrive until April.

For this financial year to date the accounts are as follows

Income – Screening of the Grand National £89.11, April Film Club £81.93, Quiz Night £411.33, April Pop up Pub £71.23 and Hall Hire £50.00. This totals £703.60

Outgoings – Electricity £72.64, New water heater for the gent's loo £192.00, Path £3722.88, Electrical work £2522.40, Edging bricks £84.00, TV licence £169.50, Wine for bar £134.96, Advertising flyers for film club £15.20 and Cleaner £109.25. This totals £7022.83

The accounts stand as follows

Current Account	£41,540.42
Petty Cash	£532.26
Float with Martyn	£50.00
Total	£42,122.68

7. Past and Future events

Past Events

- a) The Jumble sale on March 30th went very well – but it was very hard work. It was agreed that we should in future be more selective on what we are looking for.
- b) The Grand National screening on 13th April was successful – more than 20 people, including some newcomers came. The picture was very clear.
- c) Film Club, 5th April – Over 20 people came, and the raffle did well.
- d) Quiz Night, April 20th – A great evening and very positive feedback, though it was suggested that a microphone be used next time; Yoxford Village Hall will lend one if required. The score board could also be larger, and the grid drawn out in advance. Lisa Eveleigh said Stewart McCartney would be happy to come again but no date was agreed. **Jane to write a letter of thanks to Stewart.**
- e) Pop Up Pub 26th April– Amanda McGregor reported it wasn't clear an event was on when she arrived and suggested putting up a gallows effect sign with a swinging board. The event was well attended, with good feedback and people were playing games. Solar lights would also make the Pop-Up Pop look more welcoming. Jane Collins suggested taking away the wooden noticeboard which is broken anyway. A better model would be something which could be unrolled and hooked on. **Jane Collins to ask Leiston Press.**

Future Events

- f) Film Club. Martyn Burnside informed the Chairman before the meeting that the Sibton White Horse and Weaver's Tea room are donating prizes for the raffle at the Film Night on 3rd May – the film will be One Life.
- g) Bangers and Mash night, 18th May with music by the Butcher's Boys and the Westleton Whistlers. Doors open at 7pm Tickets £8, a maximum of 50 though 40 would be ideal. **Lisa Eveleigh and Amanda McGregor to run the bar and set up in the afternoon at 2pm. Amanda to organise flyers and Jane to distribute tickets – 15 in the Village Shop and 15 in Weaver's Tea Room.**
- h) FA Cup Final Event 25th May. Kick-off is at 3pm, doors to open at 1.30pm. Jane will organise the chili con carne left over from the Quiz night. Cheryl plus one other to run the bar. **Frank Potter will get more crisps.**
- i) Maker's Market, 15th June and Wimbledon Ladies Day on Saturday 13th July to be discussed at the next meeting.

8. AOB

- Jane is unable to use the Square reader for card payments due to the poor strength of the mobile phone signal. Lisa Eveleigh reported that the Parochial Church Council are looking into getting a mast fitted to the Church Tower and will report further progress after the PCC AGM in May. Amanda also offered to look at a plug-in solution.
- Handtowels in loos are very rough. **Carol to source softer ones.**
- Frank has designed a spreadsheet to monitor bar costs and takings.

9. Date of Next Meeting

The date of the next meeting is **3rd June at 7.30pm** and the Annual General Meeting will be on **Monday 10th June at 7.00pm.**

Lisa Eveleigh, Secretary

Signed by.....
Chair