

PEASENHALL ASSEMBLY HALL
Registered Charity Number 34808

MANAGEMENT COMMITTEE MEETING

Monday 3rd June 2024 at 7:30pm

MINUTES

Present: Jane Collins (Chair), Lisa Eveleigh (Secretary) Carol Potter (Treasurer) Cheryl Baldry, Amanda MacGregor, Sue Pipe, Zoe Horlock, Frank Potter, Martyn Burnside

1. Apologies

There were no apologies for absence

2. Minutes of Previous Meeting

The Minutes of the Meeting on Monday 29th April 2024 were agreed as a true and correct record.

3. Matters Arising

- a) Frank Potter had ordered LED light bulbs for the mezzanine and will source a pair of dummy cameras with red flashing lights at £16.99, and solar lights (x2) at £17.99. Carol Potter suggesting buying two sets of solar lights, positioning three and keeping one as a spare. Light bulbs will be required but have a long life. The main point of these lights is for safety on dark nights so the positioning of these was discussed, it being agreed that the doors were important, but there will be a clearer idea of the angle they should be at when they are installed. It was also noted that the dummy security cameras need batteries, and that CCTV warnings are included in the packs.
- b) Painting the main entrance steps and the side exit with yellow paint. Frank Potter has been unable to do this yet due to the wet weather and Jane Collins suggested that there might be a working party when the weather improves.
- c) Jane Collins has filled the steel bucket with sand for the smokers.
- d) Jane is regularly checking the Exit doors and smoke detector
- e) Jane Collins had obtained a quote from Leiston Press for a banner for the Pop-Up Pub – 3 metres wide and 1 metre in depths (which it was agreed was too narrow) of £145 plus VAT. The banner would be attached to two posts and have eyelets. After discussion it was agreed to obtain a further quote for a double-sided banner, one side for the Pop-Up Pub and the other for Peasenhall Picture Palace. Text for the Pop-Up Pub to read “This Friday, 7.30” and for the film club, “Peasenhall Picture Palace, this Friday 7pm for 7.30pm. The hedge will need to be trimmed back for better visibility.
- f) Carol Potter has obtained cable tidies.
- g) Carol will source handtowels when the current stock of paper towels is running low.

4. Chairman’s Report

- a) Sam Hyde forwarded an email that the Acre Grants for Village Halls is open again, offering grants of 20% of capital expenditure up to £75,000, work to be completed by March

2025. The Chairman feels we are not ready to apply yet, as we are waiting for Lucy Mobbs to come back with drawings. Sue Pipe said she had looked at the criteria (to be circulated) and the intention to insulate the Hall and install a disabled loo fits in very well. Jane Collins stressed that we have to be ambitious in our aims. Martyn Burnside commented that 20% would be quite a contribution, so the way forward would be to put the project together and look at ways of finding the remaining 80%. It was felt vital to establish what the Village think, possibly by arranging a coffee-morning. Sue Pipe pointed out that there are village groups that we can approach, including the Ladies Lunch Club, the Gent's Club, the ex-WI members group, and the Book club. Sue said the Book Club prefer to meet in their houses in winter as this is cosier, but if the extension plans included a small meeting room the Hall might attract some of these organisations. Martyn Burnside commented that whatever Lucy Mobbs comes up with she will have to ask a quantity surveyor to cost it.

b) Plug in Suffolk – no update for EV plug though they are meant to be doing a survey. Carol Potter commented that this is not as straightforward as it looks – the Hall would have to take out liability insurance of £1m.

c) Now that the path has been completed the Chairman has to complete a monitoring report and it was a condition of the grant that the project be advertised, so she has asked Cllr Julia Ewart if she will do a photoshoot on the path at Wednesday's village meet-up with a cardboard cheque. Carol Potter suggested writing to thank the Parish Council for their grant, and also writing to Mike and Jeremy Thickitt and the Westleton Whistlers for their contribution to the Bangers & Mash Evening. **ACTION Jane Collins to write to Parish Council, Lisa Eveleigh has email addresses for the musicians and will give to Jane.**

d) The Chairman reported that there has been a slow uptake on completing the Fit Villages Survey and so she will make a final effort at the Village Pop up Café on Wednesday

5. Secretary's Report

The personal trainer who had expressed interest in running a class at the Hall has decided to go into a business partnership and so is not now available. However, Felicity from Dance Fit is beginning a new Legs Bums and Tums class from Tuesday 4th (after her earlier class).

6. Treasurer's Report

Since our last committee meeting:

Income – Hall Hire £459, Maker's Market deposits £80, Bangers and Mash £187.79, May Film Club £59.88, Donations £55, FA Cup screening £50.80 and Pop up Pub £25.27. This totals £917.74.

Outgoings – Electricity £70.15, Cleaner £92, Ink £62.58, Mop and bucket £20 and floor cable covers £19.96. This totals £264.69

The accounts stand as follows

Current Account	£41,931.92
Petty Cash	£858.54
Float with Martyn	£50.00
Total	£42,840.46

7. Kitchen/Bar

- a) Carol Potter reported that five ice-creams have disappeared from the fridge.
- b) The last Pop-up Pub was held on a cold and drizzly night but 15 people attended, including some new faces. It was noted that different people came to the FA Cup Final including some teenagers.
- c) Frank Potter requested that when selling confectionery at events can volunteers write down what is sold, otherwise it makes reconciling the bar takings difficult. There is a spreadsheet of stocks of confectionary in the kitchen cupboard. The trick is also to count what is left.
- d) Frank reported £455 profit in the last two months. We have sold nearly 60 bottles of Aspalls' Premier Cru and it was suggested buying in bulk. Jane Collins had a contact with Adnams and get 10% off previously. 12 cases of 6 so **Jane to contact Aspalls and see if they will give a discount.**
- e) Jane Collins suggested that we purchase a few more utensils for the kitchen – oven gloves, tongs, serving spoons, a roll of clingfilm and foil, and also a fly zapper. Carol Potter commented that in the past, quality items have been removed. It was agreed that Zoe Horlock would make a list of what is needed for the next meeting. We are also short of plates and a contact of Carol's is on the lookout for white ones. **ACTION: Zoe to write list.**
- f) Jane Collins also asked about providing tinned mixers – lemonade, tonic water etc. as lemonade in bottles goes flat after opening. Carol Potter commented that even with waste, bottles are cheaper than cans. There is sufficient bottled water for more than a year. We still have ten cans of Tango left. Carol Potter said we need a non-alcoholic drink that isn't fizzy, and Jane suggested lime juice cordial. Little bottles of Prosecco were also discussed but the current price of £3.50 per glass covers the cost of a bottle. It was noted that Yoxford's Pop-Up-Pub offer a barrel of beer and sell any left over the next day. **ACTION: Carol and Frank Potter to look into prices for mixer tins and beer**

8. Committee Update

- a) Carol Potter is happy to carry on as Treasurer and Trustee but wants to cut down on the number of events that she helps with. Frank will continue to run the bar at the Pop-Up Pub and Carol is happy to help him, but it is important everyone takes a turn so we are all aware how it runs. Caro & Frank are away on 30th August. The Committee is most grateful for Carol's contributions. **ACTION Lisa Eveleigh is able to cover that date but will need someone else too.**
- b) Amanda McGregor is sadly stepping down as a Trustee after ten years, as the responsibility of social media has become overwhelming. The Trustees are most grateful that she will continue to work on the Maker's Market and her formal resignation will come at the AGM. The Chairman now has all the social media information and can fill in but long term we will need either a division of labour or someone to take over this role, though she will be away for the whole of November. The Assembly Hall has three email addresses, and also uses Mailchimp, which Jane Collins has experience with. John O'Connor does emails for concerts and Martyn Burnside could do the Picture Palace social media. **Amanda to hand this over to Martyn**
- c) Joanna Thickett is hopefully going to join the Committee and the Chairman has posted a recruitment poster in the hope of attracting more people. If a member does not wish

to be a Trustee but is happy to be on the committee then it might be that they do not have voting rights. **ACTION Frank Potter will look at the Constitution.**

d) The Chairman noted that it is important to acknowledge that we are all volunteers, and nobody should feel guilty if they feel overloaded have to stand down or are unable to attend or help at a particular event.

9. WiFi

It has previously been discussed that Wifi/Broadband in the Hall would be desirable and make contactless payments at events, most particularly at the Maker's Market – much less stressful. The Chairman talked to Cllr Stephen Burroughes at the Parish Council AGM and he might be able to find a grant of £1000 towards the cost. She has also arranged to see Ollie from community-based provider Fram Broadband to look at the existing router and infrastructure and advise on a service provider. Frank Potter suggested that if the installation cost is reasonable then perhaps East Suffolk council could fund the first year's fees. **ACTION Jane to obtain costings**

10. Bookings

a) Update on May events.

- The Bangers & Mash evening was a great success with many compliments on the food. FA Cup also a success.
- Film Club – Martyn Burnside reported that the donations to the raffle are attracting more sales of tickets. Recent offerings include something from the Antique Shop, two outdoor poppies, and compost. The Club is taking more money since the change of licence and being able to advertise - £59.88 at the last event. The profit depends on the level of attendance but more than 20 have been coming. He predicts a good attendance for Wicked Little Letters on July 5th

b) Future Bookings

- Jane Collins said she had had a call re a booking for a children's party, from someone who didn't seem to know who to contact for a booking.
- **ACTION Jane will laminate a notice with contact details to go in notice board**
- Laurence Moss had suggested doing a big screen event for the Eurovision Song Contest but it was agreed that the tv coverage is really too long for this to be feasible.
- Friday 7th June, film Next Goal Wins
- Saturday 15th June, Maker's Market
- Friday June 28th, Pop-Up Pub

11. Maker's Market - Planning

Amanda reported that despite some cancellations she had a waiting list and the Hall will be full. It was decided to use the large gazebo for four participants, as smaller tables were requested inside the hall. The fire door will be kept open for access to the marquee and a table plan was discussed. Stall-holders have been asked to donate to a raffle. They are paying £10 to rent a table and will be offered tea, coffee etc all day, but not food.

Set-up to be on **Friday 14th June at 2pm**. Frank Potter, Jane Collins, Lisa Eveleigh, Robin and Sue Pipe to put up gazebo and lay out the tables.

Food: Jane Collins will set up her barbeque and serve bacon baps and hot dogs.

ACTION: Cake makers, Jane Collins and Zoe Horlock, Sausage rolls Cheryl Baldry, Courgette Bhajis, Martyn Burnside

Start time 9.30am – for helpers, doors open at 10.00am

Prices:

£2.50 for hot food.

Cake £1 a slice

Coffee £1

Tea 50 pence

Squash 50 pence.

Take-down: Frank Potter, Horlock family and the Pipes to dismantle marquee on Sunday morning at 11am, weather dependent.

12. Agenda and format of AGM on 10th June

There was a short discussion of the AGM agenda – Frank Potter offered to send Lisa Eveleigh a previous example. The Committee has to stand down and then be re-elected (Lisa has since found one).

13. AOB

Amanda McGregor said we already have interest in the next Maker’s Market which it was agreed will be on 26th October. Helpers to be Lisa Eveleigh, Zoe Horlock, Jane Collins, Sue Pipe and possibly Martyn Burnside. **ACTION Amanda McGregor to contact regulars with this date when confirming the June arrangements.**

14. Date of Next Meeting

There will be a short meeting after the AGM on 10th June at 7.00pm in the Assembly Hall.

Lisa Eveleigh
Secretary

Signed by.....
Chairman