

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 8th September 2025 at 7.00pm

MINUTES

Present: Jane Collins, Frank Potter, Carol Potter,, Sue Pipe, Martyn Burnside, Lisa Eveleigh, Cheryl Baldry, Joanna Saunders.

1. Apologies

Apologies were received from Zoe Horlock

2. Minutes

The minutes of the meeting held on 28th July were approved and signed by the Chairman.

3. Matters Arising

- **Grants.** Funding is potentially available from the East Suffolk CASy Fund and Jane Collins has obtained two quotes for installing a disabled toilet. Len Chamberlain has quoted £23,748 including VAT and Pipe Safe Heating £25,748 plus VAT. Decorating the toilets is included in the quotes. We would still have to spend a considerable amount if we did succeed in the grant application. There is a mocked-up plan but we do not want to pay an architect at this stage. The current plan includes 4 toilets, but the number can be revised. After discussion, it was unanimously agreed to put an application in.
- **Snagging List** - It was agreed that there is too much for us as volunteers to do. It was decided that if we get the grant for the toilets we could look at repainting the rest of the Hall then.
- **Hall Cleaning** - the cleaner is not likely to be available until the end of the month so the trustees will continue to clean until then - Lisa Eveleigh and Carol Potter to do Wednesday 10th September
- **Garden Tidy Up** - Mark Collins will help with hedge-cutting and it was suggested that the front hedge be cut quite low.
- **Website** - Laurence Moss will take down the old WordPress Assembly Hall website.

4. Chairman's Report

- The Fire Alarms have been serviced and the electrician reported that there is only one circuit. To install a second would be £190 plus VAT. This is a recommendation but not a legal requirement, and Carol Potter noted that it is not a condition of our insurance cover to have a fire alarm. It was agreed that this work is not necessary.

- Car Park Lease – this is due for renewal on 6th October. The piano and pool table – it was agreed to get rid of these. Carol said she would ask Alison if she wanted them.
- Emergency Plan – this was submitted to the Chairman by the Parish Clerk on behalf of the Parish Council. In summary, they were requesting the Trustees to approve the use of the Hall as a muster point in the event of an emergency, and also to nominate a Trustee as a First Aid contact. After discussion it was agreed that the Hall could be used in this way, and Carol Potter said she was happy to be the First Aider but did not want her telephone number to be made public.

5. Treasurer's Report

Since our last meeting we have had a very productive few weeks.

Income – Hall Hire £460, Pop up Pub £41.95, August Film Club £68.04, easyfundraising cheque £54.54, Concert £4, deposits for quiz £60 and donations of £40.00. This totals £728.53

Outgoings – Electricity £75.16, Broadband £23.80, Cleaner £104, Cleaning materials £7.35, Trident Fire £150.78, Folding Tables £48. Total outgoings £409.09. Also, a transfer of 15000 to the new bank account and a fee of £0.60 for paying this money in by cheque.

We also tried a test online payment by transferring £10 to Frank, this £10 was then paid into the Petty Cash.

The accounts stand as follows.

Current Account	£10,870.77
New Account	£15,126.06
Petty Cash	£893.26
Martyn Float	£50.00
 Total	 £26,940.09

The Chairman thanked the Treasurer for her hard work setting up the new account.

6. Film Club

There was an audience of 10 for **Mr Burton**; the raffle took £40, and there were donations of £40.80. The licence is still with Moviola but we need to increase audience numbers to cover costs. There are 500 subscribers to Mailchimp who could be contacted. Jane said she would design some flyers and posters for the forthcoming films. It was noted that Yoxford have increased their entrance fee to £6.

7. Recent Events

- Classical Concert – 24th August. The expenses for this were higher than previously as there was one additional musician. It was noted that tickets have been £15 for some time and there might be a case for an increase
- Pop Up Pub – 29th August. Jane ran this and the Casa Sera couple performed music. 25 people attended and Jane made a cocktail. One visitor asked if we have a Tip Box which is a good idea. Carol commented that the biggest sellers at the Pop Up Pub are wine and prosecco. The next evening will be on September 26th. It was agreed to hold the October event on 31st October – Halloween, with entertainment by Michael Thickitt.

8. Future Events

- Private Bookings – a private children’s party was cancelled because the Hall could not allow a bouncy castle
- November 1st – a booking for the Smyth Close AGM
- Quiz – 13th September. 27 tickets booked. Jane to provide a Ploughman’s Supper, Carol to sell raffle tickets. Sue, Lisa, Stewart, Frank and Jane to set up tables of six in the Hall on Friday 12th at 2pm. Carol suggested bringing the whiteboard as a back up if there are any technical difficulties. Crisps nearing sell-by date to be put on the tables. Prizes – mini bottles of prosecco.
- October 25th and 26th – Literary Festival. Final details to be discussed at the next meeting.
- Wilderness Conservationist – to be carried forward to the October meeting
- It was agreed to run a Wreathmaking Workshop for a second year, on 6th December between 1pm and 4pm.
- It was decided not to hold a second wine-tasting this year

9. Safeguarding

Nothing to report at this time.

10. Any Other Business

Increasing the bar prices was discussed as comments on how reasonable our prices are have been received. Frank will put up the price of Corona nw but look at the rest of the prices in the New Year. Some stock is nearing its sell by date and it was decided to offer this at discounted prices to the Trustees first and then consider selling the rest at an event.

11. Date of Next Meeting

The next meeting will be held on **Monday, October 13th** at 7pm in the Hall.

The meeting closed at 8.40pm

Signed by.....

Jane Collins, Chairman