

PEASENHALL ASSEMBLY HALL  
Registered Charity Number 34808

MANAGEMENT COMMITTEE MEETING

Monday, 10th June 2024 following the Annual General Meeting

**MINUTES**

Present: Jane Collins Lisa Eveleigh, Carol Potter,) Cheryl Baldry, Amanda MacGregor (retiring Trustee) Sue Pipe, Zoe Horlock, Frank Potter, Martyn Burnside, Joanna Thickitt.

**1. Apologies for Absence**

There were no apologies for absence

**2. Welcome to new committee members**

The Chairman welcomed new Trustee Joanna Thickitt, generally known as Bud.

**3. Election of Officers**

- Election of Chair - Frank Potter proposed Jane Collins as Chair, seconded by Joanna Thickitt
- Election of Vice-Chair – Sue Pipe proposed Martyn Burnside as Vice-Chair, seconded by Jane Collins
- Election of Treasurer – Jane Collins proposed Carol Potter and Sue Pipe seconded.
- Election of Secretary – Carol Potter proposed Lisa Eveleigh and Sue Pipe seconded.
- Social Media Officer – it was agreed to put this on the Agenda for the July meeting
- Safeguarding Officer - Carol Potter proposed Sue Pipe seconded by Jane Collins
- Bookings Officer – Carol Potter proposed Frank Potter, seconded by Jane Collins

There was a brief discussion about the vacant role of Social Media officer, and the Chair proposed advertising this on social media. **ACTION point JC**

**4. Minutes of Previous Meeting**

It was agreed to defer considering the minutes of the 3<sup>rd</sup> June meeting at the July meeting

**5. Matters Arising**

- **Wifi.** The Chair had obtained a quote for installing wifi in the Hall from Ollie at Framlingham Broadband. They are a community focused internet service provider and use their own broadband with local backup services. They have quoted £135. The monthly fee is £27 for the standard service or £36 for the upgrade and will 15% off. We can change the schedule if / whenever we wish. The contract is for an initial 12 months and on a 30 day rolling basis afterwards. Technical support is offered. The Chair stated that she thought it would enhance the events we already offer and could lead to new ones – Laurence Moss has suggested running a computer clinic for those

nervous about using the internet. We could also use the internet for projecting the scoreboard on Quiz Nights, attached to a laptop.

- **Audio System** The Chair had also met with Charles Glennon to look at the audio visual system, which has been causing problems over the last few months, and is no longer fit for purpose. It takes three people more than an hour to set it and we have been heavily reliant on Laurence who has been the only person who really understands it. There is a risk that the present system would break down during a screening. Charels has quoted for four new speakers to be hardwired through the loft space and an amplifier, which is £1449.54. This is composed of £319 for the amplifier and £124 each for the Bluetooth speakers.

The speakers would be hard wired in and fixed to the wall, therefore making the set up much easier. We would also have Bluetooth to connect to our appliances (eg music for film night). There would also be an additional port to connect a laptop in order to do presentations etc. and this could be used at the Quiz night for scores. Cllr Stephen Burroughes had suggested he might be able to grant £1000 towards the cost of Wifi and the Chair has contacted him with the quotes for both the Wifi installation and the new audio system and it is hoped that he will respond positively.

After some discussion Martyn Burnside proposed that we go ahead with the audio quote, seconded by Cheryl Baldry. The Chair proposed accepting the Wifi quote, seconded by Cheryl Baldry.

- **Website updating.**

Lisa Eveleigh said she thought she should be uploading Agendas and Minutes to the Assembly Hall page on the Peasenhall website but did not have the password. Frank Potter said he would pass this across, and Lisa also undertook to put future events on the website.

## **8. Future Events**

### **Maker's Market, 15<sup>th</sup> June.**

Refreshments:

Fruit cake – Sue Pipe

Lemon Drizzle – Jane Collins

Chocolate Cake – Zoe Horlock

Victoria Spone – Zoe Horlock

Sausage Rolls – Cheryl Baldry

Courgette Bhajis – Martyn Burnside.

Carol Potter to take the money for both raffle tickets, hot drinks and cakes. It was agreed that the tickets would be sold at £1.

### **Pop Up Pub 28<sup>th</sup> June.**

Carol and Frank Potter said they would run this event

**Wimbledon Final/Euro Finals on the Big Screen**

The Men’s Wimbledon Final is on Sunday 14<sup>th</sup> July as is the Euros Final. It was suggested we could show both, with the Euro final being at 8pm. The Chair said that the audio-visual work would be completed in time.

**7. Any Other Business**

The Hall must remain independent and not favour any political party, therefore a placard left by Julia Ewart needed to be removed from the Hall.

First Aid Course – the Chair suggested the 7<sup>th</sup> September for the First Aid course, which is being advertised.

Sue Pipe wondered if we should have a defibrillator in the Hall as the one in the Village is a little far away.

The Treasurer said that she thinks we should reign in spending a little and always ask ourselves if we are spending money wisely. Zoe Horlock says that since the accounts are publicly available there is a risk that if we aren’t seen to be making improvements there is a risk that people will think we do not need to fundraise, so we need to strike the right balance.

**8. Date of Next Meeting**

The date of the next meeting will be on Monday July 15<sup>th</sup> at 7.30pm in the Village Hall.

Lisa Eveleigh  
Secretary

Signed by.....