PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday May 11th, following the AGM

MINUTES

Present: Frank Potter, Carol Potter, Lisa Eveleigh, Zoe Horlock, Joanna Saunders, Sue Pipe, Hayden Foster and Cllr Barry Rowing representing Peasenhall Parish Council

1. Apologies

Apologies were received from Martyn Burnside

2. Welcome to new committee members

The Chairman welcomed new committee member Hayden Foster

3. Election of Committee Members

- Chairman – Carol Potter proposed and Lisa Eveleigh seconded Frank Potter as Chairman
- Vice-Chairman – Frank Potter proposed and Carol Potter seconded Martyn Burnside as Vice-Chairman
- Treasurer – Frank Potter proposed and Sue Pipe seconded Carol Potter as Treasurer
- Secretary – Frank Potter proposed and Sue Pipe seconded Lisa Eveleigh as Secretary
- Safeguarding Officer – Frank Potter proposed and Lisa Eveleigh seconded Sue Pipe as Safeguarding Officer
- Bookings Officer – Lisa Eveleigh proposed and Sue Pipe seconded Frank Potter as Bookings Officer

4. Minutes

The minutes of the meeting held on Monday20th April were approved and signed by the Chairman

5. Matters Arising

- Frank Potter had not yet had an opportunity to approach Sizewell C about funding for the repairs/replacement of the front and back doors.

  ACTION: Frank to approach Sizewell C

- Sue Pipe had been unable to locate the stopcock which needs insulating and been advised to contact the Fire Brigade. Barry Rowing kindly offered to find it.
- Radiators – though these can be controlled remotely via an app, the wifi coverage seems limited. The Wifi extenders Lisa had donated only work with BT lines so Frank will look into obtaining some compatible with our system.
- Over 55s Fitness: Zoe Horlock reported on te first sessions. The instructor was late and it was not felt that she was particularly good. She asked no health and fitness questions, nor anyone's names. She kept changing CD's in between exercises. Zoe outlined an idea to run this with Lisa thus saving the fee and making the grant go further, and will report back on this.

6. Treasurer's Report

From the start of this financial year:

Income

Hall Hire	£415
Donations for pop up café	£30
April Film club	£25.48
Easter Saturday coffee morning	£85.10
TOTAL:	£555.58

Outgoings

Electricity	£297.73
Broadband	£47.60
Fire extinguisher service	£48.60
PPL PRS licence	£181.60
Backdoor lock	£20.99
Additional keys	£20
Expanding shelf for kitchen cupboard	£15.99
Cleaner	£104
Cleaning materials	£1.86
Loo roll	£16.88
TOTAL:	£755.25

The accounts stand as follows.	
Barclays Business Account	£21,863.09
Petty Cash	£673.57
Martyn Float	£80.00
Total	**£22,616.66**

Carol asked if Sue Pipe would be a third signatory on the Bank Account and she agreed to this

7. Film Club

CHORAL, shown on May 1st was very successful.

Films in forthcoming months are:

5th June - H is for Hawk

3rd July – Hamnet

7th August - Song Sung Blue

Lisa has done a poster for H is for HAWK and Carol will circulate

8. Future Events/Bookings/Ideas

- Pop Up Pub – 29th May – Lisa to do poster, (Frank Potter, Sue Pike and Joanna Saunders to run bar and set up)
- Classical concert, 12th June – Lisa has promoted this on the website
- Open Gardens weekend ~ June 20th/21st

Lisa, Sue, and Frank are available to help with catering at the weekend. Sausage rolls to be ordered from Emmerdale

- Friends of St Peter's Sibton Booking 4th July (now changed to 10th July). Lisa will prepare the Hall for this as she is a Trustee. Use of kitchen and glassware for refreshments
- A booking for a party following a Christening on 11th July
- Quiz – date – Saturday 15th August with Stewart McCartney is confirmed and Lisa will write text for the Fisherman June edition.
- Tabletop Sale – August 22nd . It was decided to charge £10 for inside tables, £8 for outdoor. We need to call for volunteers to make cakes.
- Race Night – it was agreed to discuss the possibility of this at the next meeting.

9. Any Other Business

- Weeding: it was agreed that the gravel and garden need weeding. The weekend of the 23rd/24th was suggested, 2pm – Frank, Sue and Zoe
- Afternoon Tea – Carol had put a Facebook Ad for donations of crockery as she would like to have cake-stands for this. Please keep an eye out in charity shops and jumble sales. For health and safety reasons, glass domes for cakes might be worth looking out for.

10. Date of Next Meeting

The date of the next meeting is **Monday, June 15th at 7.00pm.**

The meeting closed at 7.55 pm

Signed by……
Frank Potter, Chairman