

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 12th May 2025 at 7.00pm

MINUTES

Present: Jane Collins, Frank Potter, Carol Potter, Joanna Saunders, Martyn Burnside, Sue Pipe, Zoe Horlock, Lisa Eveleigh, and a member of the public, Lucie Celerier.

1. Apologies

Apologies were received from Cheryl Baldry

2. Minutes

The minutes of the meeting held on Monday 24th March 2025 were approved and signed.

3. Matters arising:

- Increase in hall hire charges from September:

£12 will rise to £14 for new hirers

£10 will rise to £12 for regular hirers with one exception.

- Noticeboard – this is now in place and is easy to open and close
- Heating system – this has been installed and good feedback received. One unit rattles a little but stops after a while. Frank said that ARC will be coming back to look at this. The system is app-based and it is possible to set a pattern for the week, but also a one-off session. The instructions are on the wall and in the red information folder and the temperature can easily be adjusted. Zoe asked if the heaters can be set separately and Frank confirmed that they can each be turned off on the wall.
Jane thanked Frank on behalf of all the Trustees for all the time and attendance he has given to this project.
- Insulation – Frank has given Len Chamberlain dates for when the Hall is free for installation of the insulation material.
- Car Park and garden tidy -up. This will be on the 14th and Zoe, Lisa, Jane, Frank and Sue will be available. It was agreed that it was too early to cut the grass and hedges.

4. Chairman's Report

Jane will be attending an East Suffolk Council (ESC) Funding and Community Engagement session at Melton on Thursday 15th and will report back. Frank commented that Community Action Suffolk (CAS) are taking on someone to deal with the Sizewell C grants programme. Martyn mentioned that there is an Awards for All grant which might be worth exploring for solar panels in future.

5. Treasurer's Report

Carol presented and circulated the Financial Statement for the year ending 5th April 2024. It was noted that hirings have improved year-on-year. Also, that the number of private parties have increased.

Since the start of April 2025

Income – Hall Hire £296, April Film Club £32.85, Meters £72, Wine Tasting deposit £40, Makers Market deposits £70, Pop up Pub £81.12 and Donation £10 This totals £601.97

Outgoings – Electricity £150.26, Broadband £22.96, Cleaner £123.50, Insulation £1392, Aaron Nobbs Electricals £108 and Noticeboard final payment £432.50 Total outgoings £2229.22

The accounts stand as follows.

Current Account	£33,883.28
Petty Cash	£991.21
Martyn Float	£50.00
Total	£34,924.49

Still waiting for May film night takings

6. Safeguarding Report

Sue reported that there is a conference on Wednesday, but she is unsure of how much of it is relevant to us. She will request a note from the organisers about what is useful to us and consult other village halls.

ACTION: Sue to contact other Village Halls

7. Film Night – update

Martyn reported that the showing of *Conclave* was a great success. It made a profit of £80 on the raffle. He has spoken to Anne at Darsham Village Hall about their charging policy and they charge £5 on the door. It is expected that the screening of *A Complete Unknown* on 6th June will attract Dylan fans.

ACTION: Martyn will put a paper about the various charging options for the next meeting and will identify how people learn about the films, ie Facebook, mailing list, leaflets, the banner.

8. Maker's Market 28th/29th June

- Despite the fact that this is the same weekend at the Heveningham Country Fair, tables are fully booked for Saturday 28th and there are only a couple of spaces left on Sunday 29th.
- A rota for helpers needs to be devised – possibly via WhatsApp
- Jane will start advertising the event.
- Volunteers will put the marquee up on 27th June at 2pm
- On the day, in addition to Trustee volunteers, Sue Little will help
- Food to be served – tea, coffee, cakes and filled rolls, also Pimms
- Zoe reported that 11 gardens are opening over the weekend and she will send a list of the gardens opening and draw up a map
- John O'Connor has organised another concert at 7.30pm on the Sunday evening

9. AGM

This will be held on Monday 16th June at 7pm and Jane will notify The Fisherman and do a flyer which Lisa will add to the Village website

10. Bookings Update

- Casa Sera wine tasting evening on 25th May – 23 bookings so far at £20.00 a ticket. Assembly Hall to provide French sticks, brie, cheddar, crackers and cheese. Any leftovers can be used at the Maker's Market. It was discussed whether the bar would be open on the night and it was decided to ask the Casa Sera people.
- Pop Up Pub – the June evening was scheduled for the 27th June but there is so much going on that weekend that following this meeting it has been moved to 20th June – poster now on website
- Quiz Night – 19th July – to be discussed at next meeting
- String Quartet – 25th August.
- Peasenhall United Charities Trust Summer Party on 6th September – they are providing all the catering

11. Any Other Business

Swift Group – Martyn reported that 180 people have joined his Swift Group and are setting up a YouTube channel. He wants to publicise this and will distribute

leaflets at the Maker's Market and other events. The box to encourage swifts to next will be installed when it has been PAT tested.

Member of the public Lucie Celerier made the following suggestions for future events:

Margarita Mondays
Taco Tuesdays
Beer Festival
70s and 80s night
Sea Shanties night
Mamma Mia night with Greek food

She also mentioned that Luke Truelove, the chef at The Suffolk in Aldeburgh might be prepared to do a Supper Club night for the Assembly Hall

Another suggestion was that Harry Reed, the ecologist at Wilderness might be prepared to give a talk on conservation.

12. Date of Next Meeting

This will be the AGM on Monday 16th June at 7pm.

The meeting closed at 9.01pm

Lisa Eveleigh

Signed by.....
Jane Collins, Chairman

•