PEASENHALL ASSEMBLY HALL
Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 14th September at 7pm

MINUTES

Present: Frank Potter, Carol Potter, Lisa Eveleigh, Zoe Horlock, Sue Pipe, Joanna Saunders, Martyn Burnside (via Facetime)

1. Apologies

Apologies were received from Hayden Foster (Gary Greenwood was absent)

2. Minutes

The minutes of the meeting held on 27th July 2026 were approved and signed

3. Matters Arising

- **Hedge-trimming -** Zoe Horlock reported that Jotham Crisp had mowed the lawn and trimmed 2/3rds of the hedge on Saturday 1st August but did not complete the job and is not going to. This still makes it difficult to put up the Film club banner. Chairman Frank Potter said he would complete it himself on his return from holiday.
- **Bins –** Kitchen. This is too large for many events and it was felt that two smaller units, one for recycling, would be better. Discussion on this was inconclusive.
- **Bins – East Suffolk's** new system. The Hall doesn't yet have these. Martyn will phone the cancel about these and get stickers from Whincops when we have them.
- **Peasenhall Memorabilia** – Bud will arrange with Debbie to collect Grace Whiting's collection which the Hall will store
- **Film Club banner** – Martyn has asked for a proof before confirming the order. It was cheaper to order two banners, one for the Film Club and one for Peasenhall Picture Place rather than a double-sided one.

4. **Chairman's Report**

- The Fire Alarm has been serviced by Trident Fire Ltd , and it transpired that two outside emergency lights were faulty and these will be replaced.

- The right handrail on the entrance steps is loose, and it transpires that the post is rotten. Frank will contact Trevor about a repair solution as this is a potential Health and Safety issue
- Some of the bar stock is reaching its expiry date. It was agreed to sell the Guinness at a discounted rate at the Halloween Pop up Pub
- The Chairman said he had received an approach from a local actor wanting to put on a one-woman show at the Hall, with the Trustees undertaking to do the publicity for the event. After some discussion it was decided not to proceed with this.

5. Treasurer's Report

Income since the last meeting

Hall Hire	£1169
Pop up Pub July	£84.81
Pop up Pub August	£128.96
Donations	£69.28
Concert	£59.79
Quiz night	£311.13
Makers Market tables.	£20.00
Total income =	£1758.16

Outgoings since the last meeting

British Gas	£121.67
Cleaner	£260.00
Fram Broadband	£49.30
Bank charges	£7.20
Consumables	£106.56
Projector bulb	£102.37
Anglian Water	£115.61
Total outgoings =	£762.71

The accounts stand as follows:

Current Account	£24,509.77
Petty Cash	£936.30
Martyn Float	£80.00
Total	£25,526.07

6. Proposal to Purchase a Drinks Fridge

The current fridge is no longer functioning properly and Frank had sourced one priced at £230, with an additional £20 for a set of wheels. It was agreed to purchase this.

7. Ladies, Gents, Unisex toilet designation

Following several comments, it was decided to put gender-specific signs on the loos

8. VanEssa Project

The Parish Council passed this information to Lisa. VanESSA is a new project, along the lines of the coffee caravan but designed to target food poverty rather than social exclusion. They would come to the village regularly, give out information, including advice on managing bills and mental health, with a possibility of food parcels. They would need access to the Hall toilets and therefore wanted to piggy-back on (eg) Craft Club. After some discussion relating to confidentiality concerns it was decided against participating.

9. Film Club

Martyn Burnside reported that the last two films had been successful with audiences of 30-34. He thanked Zoe for her raffle prizes. Laurence Moss has given solid assistance, as have Sue and Robin Pipe.

The next film is TUNER on October 2nd. Lisa has done a poster which she will put up in and outside the Hall. Carol reminded Martyn that there is a third Square card reader available if he wants to use it.

10. Recent Events

The Pop-Up Pub on August 28th made £128.96

11. Future Events/ Bookings

- **Private Bookings**
- Party, 26th September
- Peasenhall United Charities Wine Quiz – 21st November
- Circle 67 Drama Group – 9th December
- **Regular Bookings**
- The Parish Council will resume holding their meetings in the Hall from October 31st

- Life Drawing will continue to the end of the year
- John O'Connor has booked another concert (26th November)
- **Pop Up Pub –** Saturday 31st October. Halloween, costumes optional but with a prize. Also the NG's Food truck will be returning.
- **Maker's Market** - 7th November. 6 stallholders so far, we could do with some more. Lisa will see if she can find anyone who was at Art in Ruins
- **Open Gardens 2027** – Zoe will ask Louise about a date for this

12. Safeguarding

There were no issues to report

13. Equality and Diversity Policy

The policy was reviewed and agreed. Carol thanked Lisa for ensuring the policy was on the agenda to review

12. AOB

a) Sue Pipe reported that a villager had asked her if there was an Emergency Plan for the village. This is a Parish Council initiative and will be published on their website.
b) Fitness Club – Zoe reported that Linda Ginn can take the fitness group until the end of December and Lisa will run it as required.
c) Craft Club – Anne Mayes will help with this
d) Carol had received a note from Alison concerning the mess left by private hirers after two parties. Carol said she would check the state of the Hall at the weekend following similar bookings, and it was agreed that Terms and Conditions should be sent to hirers with a penalty clause
e) Peasenhall United Charities Wine Quiz – Carol asked if the setting-up time could be excluded from the Hall Hire charge and this was agreed
f) Film Club – Martyn asked if it might be an idea to run an extra film earlier in the evening as Moviola are releasing some older films like Walk the Line. Timing might be an issue for people so Martyn said he would take soundings from those on the mailing list

13. SOB – Special Other Business

Sadly, this was Zoe's last meeting as a Trustee before her move to France. The Chairman expressed everyone's grateful thanks for her energetic and highly valued contribution to the Hall, and Carol presented her with some flowers

14. Date of Next Meeting

The next meeting will be held on **Monday, 2nd November at 7.00pm** in the Hall.

The meeting ended at 8.17pm

Signed by…….

Frank Potter, Chairman