PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 15th June at 7pm

MINUTES

Present: Frank Potter, Lisa Eveleigh, Zoe Horlock and Sue Pipe

1. Apologies

Apologies were received from Carol Potter, Martyn Burnside, Hayden Foster and Joanna Saunders

2. Minutes

The minutes of the meeting held on Monday 11th May were approved and signed by the Chairman

3. Matters Arising

- Frank Potter kindly weeded the gravel and other areas in advance of Open Gardens weekend. Possibly a relationship with a gardener is needed for occasional grass and hedge-cutting long term. Lisa mentioned Robin Little and Zoe also had a suggestion

  Action: Zoe to approach her contact. Lisa has spoken to Robin and he is not looking for work currently.

4. Chairman's Report

The Chairman reported that following the Parish Council Elections, Councillor Gary Greenwood will be the Parish Council representative on the Assembly Hall Management Committee and he will contact him before the next meeting.

ACTION: Lisa to update the website

5. Treasurer's Report

Since the last committee meeting

Income:	
Hall Hire	£559
Use of car park	£10
May Film club	£108.25
May Pop up Pub	£30.43.
Keep Moving Grant	£600

Total Income	£1307.68

Outgoings:

Electricity	£104.33
Broadband	£23.80
Cleaner	£104
Yoxmere Fisherman	
Advertising	£165
Flowers for Cheryl	£21.40
Total Outgoings	**£418.53**

The accounts stand as follows:

Barclays Business Account	£22,556.52
Petty Cash	£869.29
Martyn Float	£80.00
Total	£23,505.81

6. Film Club

- The June film H IS FOR HAWK was well attended.
- The film on July 3rd is HAMNET. Lisa has produced a poster and will send it to Frank and Martyn
- The film on August 7th will be SONG SUNG BLUE

7. Recent Events

- Over 55s Fitness – the initial instructor wasn't suitable, and Linda Ginn has taken over and is proving excellent and popular. She does not have insurance, but we can issue a disclaimer. Frank said he would look to see if the Hall's policy has any cover for such a class.

ACTION: Frank to look at the Hall's insurance policy

- Pop Up Pub, 29th May. Attended by about 30 people and made £30.
- Pop Up Pub, 26th June. Lisa to do a Poster and send to Frank and will help with the Bar.

8. Future Events/Bookings

- **Private Bookings –** there is a children's party, a Teak Furniture Sale, a Christening on 11th July and a Bowls Club event on 25th July.
- **Regular Bookings –** the Life Drawing Class and the dance rehearsals have renewed

- **Open Gardens, 20/21st June:** Frank, Lisa and Stewart will set up the tables at 8.30 on 20th June and help serve refreshments when required. Zoe and Carol have recruited volunteers Amanda, Glynis, Don Wellman, Debbie and Barbara. Frank is buying sausage rolls, and ingredients for filled rolls and several people are making cakes
- **Friends of St Peter's, Sibton, 10th July –** Lisa will open up the Hall from 4.30 and the event will last until approximately 8.30. Invoice to be sent to Lisa.
- **Quiz 15th August** – Stewart has started on questions and is doing two picture rounds.
- **Tabletop Sale**- August 22nd – Carol has advertised this and it will go into the July and August Fisherman
- **Maker's Market** – to be discussed at the July meeting

9. Safeguarding

No issues to report

10. Any Other Business

- Lisa reported that at least one Trustee should have a Health Safety and Hygiene qualification and since she has do to this for St Peter's anyway, she will take the online course. Those serving food should ideally wear aprons, use gloves when making rolls and keep their hair tied back.
- Bin in kitchen – Zoe suggested getting a smaller bin for the kitchen since it needs to be emptied after every event and is seldom full.
- New bin system – the Hall has not been supplied with these, and Frank will phone to enquire about them.

ACTION: Frank to contact East Suffolk Council about the Council bins
FP to look for a smaller bin

11. Date of Next Meeting

The date of the next meeting is **Monday, 27th July at 7.00pm.**

The meeting closed at 7.42 pm

Signed by……
Frank Potter, Chairman