

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Following the Annual General Meeting

Monday 16th June 2025 at 7.00pm

MINUTES

Present: Jane Collins, Frank Potter, Carol Potter, Joanna Saunders, Martyn Burnside, Sue Pipe, Zoe Horlock, Lisa Eveleigh and 3 members of the public

1. Apologies

Apologies were received from Cheryl Baldry

2. Election of Officers

- Jane Collins was elected as Chair, proposed by Carol Potter and seconded by Lisa Eveleigh
- Martyn Burnside was elected as Vice-Chair, proposed by Frank Potter and seconded by Joanna Saunders
- Carol Potter was elected as Treasurer, proposed by Jane Collins and seconded by Martyn Burnside
- Lisa Eveleigh was elected as Secretary proposed by Jane Collins and seconded by Carol Potter
- Social Media Officer – it was agreed to discuss sharing out this role at the next meeting
- Sue Pipe was elected as Safeguarding Officer, nominated by Jane Collins and seconded by Frank Potter
- Frank Potter was elected as Bookings Officer, nominated by Jane Collins and seconded by Martyn Burnside

3. Minutes

The minutes of the meeting held on Monday 12th May 2025 were approved and signed.

4. Matters arising:

- Heating – there have been no problems with the new system
- Insulation – it was agreed to chase up Len Chamberlain to install this before the Open Gardens/Maker's Market weekend (this has since been partially completed)
- Garden tidy-up – this was undertaken by various trustees, but the hedge needs trimming

- Drains - these had been flushed out and a camera sent down. The contractor will be returning to assess whether the toilets are flushing properly and whether there is an effective soakaway.
- Hall hire charge increases – are in hand

ACTION: Zoe to progress hedge-trimming if not covered by snagging list

5. Chairman's Report

Jane attended an East Suffolk Council (ESC) Funding and Community Engagement session at Melton and found it helpful. CAS can provide volunteers to carry out certain tasks such as hedge-cutting and painting. These may be young offenders, and it was remembered that a similar team repainted the railings on the gull a few years ago.

It was agreed to put together a snagging list to discuss further at the next meeting ie door in gents loo sticking etc.

Jane also reported that a presentation was made by a media expert who could advise us how to monetise our existing technical equipment

ACTIONS: snagging list, Jane to find out more about the media expert

6. Treasurer's Report

a) Carol Potter presented the Treasurer's report.

Since our last meeting we have had a very productive few weeks.

Income – Hall Hire £451, May Film Club £89.47, Wine Tasting event made a profit of £83.20, Makers Market deposits £100, Pop up Pub £104.21, Donation from the Pop-up cafés £30 and Grant for Broadband £162. This totals £1019.88

Outgoings – Electricity £95.74, Broadband £45.92, Cleaner £110.50, Outstanding balance for the new heaters £5077.34, Projector bulb £155.95, Annual fisherman advertising £165, Paper towels £32.39, new square reader £22.80 and drain clearance £144. Total outgoings £5849.64

The accounts stand as follows.

| | |
|-----------------|----------------|
| Current Account | £29,069.44 |
| Petty Cash | £915.19 |
| Martyn Float | £50.00 |
| Total | £30,034.63 |

Still waiting for June film night takings to be added

b) Bank Account – Carol had previously circulated a memo to the Trustees stressing the need to move to an account in which we can make BACS payments.

The options she presented were carefully assessed and it was unanimously agreed to apply for a Barclays bank account.

ACTION: The Treasurer will instigate the application process

7. Film Club

Martyn had submitted an assessment of our current licence with Moviola prior to the meeting. In summary, we have shown 15 films through Moviola with an average attendance of 23. A comparison with our previous licence with MPLC shows that the monies made under the MPLC banner were much greater.

MPLC do offer a Single Title Screening Licence (STSL). They appear to charge 35% +vat of box office, the same as Moviola. The licence we had previously with MPLC only allowed us to advertise the films from the premises, not on social media. We have approximately 120 addresses now and advertise in The Fisherman and on flyers. The DVDs would need to be purchased if we changed to STSL and this would cost between £10-£15 per disc. It was agreed to investigate the STSL contract further.

John O'Connor mentioned that he has lots of DVDs which we could perhaps resell.

ACTION: Martyn to speak to MPLC I identify how people learn about the films, ie Facebook, mailing list, leaflets, the banner.

8. Recent Events

- Frank reported that the Pop up Pub with music by Eve & Richard of Casa Sera was a great success, 24 people in the Hall and 24 in the garden – bar takings of £104. Some new faces came. It was felt that we must keep this momentum going and Carol suggested having a karaoke evening. It was realised that Debbie Reid lent us a machine for the Platinum Jubilee.

9. Future Events

- Final arrangements for the Maker's Market were discussed; cakes and scones to be made by various people, tables and gazebo to be set up on Friday 27th at 2pm, and all to be taken down by 5pm on the 29th.
- Classical concert on 29th June – Carol to provide John O'Connor with a float
- Film Night = 4th July - *Wicked*

- Quiz on 19th July – it has subsequently been decided to postpone this but catering was discussed and since the Maker’s Market we have some ham, cheese, rolls, scones and clotted cream in storage. Platters to be served on tables during the interval.
- A further classical concert on 24th August – a string quartet.
- Peasenhall United Charities have cancelled their September 6th event
- It was suggested that we have a further wine-tasting in early October

10. Any Other Business

- It was agreed that we should ask the Wilderness Wildlife Conservator Harry Reed to speak at an event.

ACTION: Joanna to contact Haydon

- Swift Group – Martyn reported that 8 nests have been counted, and that the Swift Group is gathering momentum. He will be taking a table at the Maker’s Market.
- Film Night/Maker’s Market – crisps and ice-creams need to be purchased for these events
- The keysafe needs another battery **Carol to action**

11. Date of Next Meeting

The next meeting will take place on Monday 28th July 2025 at 7pm.

The meeting ended at 8.35pm

Lisa Eveleigh
Secretary

Signed by.....
Jane Collins, Chairman of the Assembly Hall