

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 20th April at 7.00pm

MINUTES

Present: Frank Potter, Carol Potter, Lisa Eveleigh, Zoe Horlock, Joanna Saunders and Sue Pipe (via Zoom), Cllr Barry Rowing representing Peasehall Parish Council

1. Apologies

Apologies were received from Cheryl Baldry and Martyn Burnside

2. Minutes

The minutes of the meeting held on Monday 9th March were approved and signed by the Chairman

3. Matters Arising

- Frank Potter reported that he had purchased and installed a new lock for the back door. But both the front and back doors are in poor repair and need replacing. Carol suggesting approaching Sizewell C for funding for this.

ACTION: Frank to approach Sizewell C

- The decorators have repainted 2 of the 4 toilet doors and are coming back to finish the others
- Carol Potter reported a problem with the outside light which means a cable might need replacing
- The stopcock needs locating so that it can be insulated.

ACTION: Sue Pipe to locate stopcock

- Over 55's fitness class. Zoe Horlock reported that she had found a teacher, Polly Lavender, and that this will take place on alternate Tuesdays from 28th April, 3pm to 4pm, for 9 sessions initially. The Hall will be hired from 2.30 to 4.30. This is being funded by the Community Grant.
- Reactions to the refurbishments of the toilets. Julia Ewart though the shelves might be dangerous and they do come loose easily. It was agreed to discuss replacing these at the next meeting
- Radiators – though these can be controlled remotely via an app, the wifi coverage seems limited. Lisa Eveleigh said she has a pair of Wifi extenders that she doesn't need and will bring them to see if they will fix the issue.

ACTION: Lisa to find and bring the extenders

4. Chairman's Report

Nothing to add to Matters Arising.

5. Treasurer's Report

Carol Potter presented the End of Year Accounts:

End of year accounts

The total income last year was £32,476.70, this was made up of Hall Lettings at £4391, the old electric meters £72, Fundraising £3751.76 and Grants/Donations of £24,264.94.

Income from fundraising

Film Clubs x 11 = £337.68 - average of £30.70

Pop up Pubs x 8 = £738.14 - average of £92.27

Private Bar = £120.34

Wine Tasting = £83.20

2 day Makers Market = £683.94

1 day Makers Market = £423.55

Concert = £4.00

Concert = £124.86

Quiz night = £418.23

Catering for Lit festival = £160.12

Income from grants

Pop up café = £145.00

Broadband Grant from SCC = £162.00

Easyfundraising = £159.94

2 x £10 misc. donations = £20.00 £486.94

Toilet refurb grants

East Suffolk = £15000.00

Action with community = £4000.00

Peasenhall Parish Council = £4775.00 £23775.00

Outgoings totalled £46,212.11 - Electricity £1342.10, Insurance £1001.32, Licences £90.00, Water £578.62, Repairs and improvements £40,500.06, Cleaner and materials £1258.98, Consumables £148.29, Advertising £165, Fire £232.24, Gifts £30.60, Event costs £570.32 and bank charges £12.20.

This means that we spent £13,735.41 more than our income.

If we exclude the grants and donations our income was £8214.76, pretty much as our normal income, however our outgoings for electricity, water, fire services etc have all increased by a few hundred pounds each.

From the start of this financial year

Income - Hall Hire £307, Donation for pop up café £15, and our Easter Saturday coffee morning £85.10. This totals £407.10

Outgoings - Electricity £166.54, Broadband £23.80, Fire extinguisher service £48.60, PPL PRS licence £181.60, Backdoor lock £20.99, additional keys £20, Expanding shelf for kitchen cupboard £15.99 and loo roll £16.88. This totals £494.40

The accounts stand as follows.

Barclays Business Account	£22,038.08
Petty Cash	£640.95
Martyn Float	£50.00
Total	£22,729.03

Carol reported that the Lease for the car park has still not been sent for signature, and we will need to pay for this when it is. Frank commented that the patch of land behind the car park belonging to the family of the car park owner has been put forward for development so in due course we might hope to own it.

6. Safeguarding

There are no incidents to report, and we are up to date with the policy document which is on the website.

7. Film Club

CHORAL is the film showing on Friday, May 1st and the posters are done.

Films in forthcoming months are:

5th June - H is for Hawk

3rd July – Hamnet

7th August - Song Sung Blue

A bulb failed in the projector during the showing of DOWNTON ABBEY. Laurence Moss and Frank saved the day by changing it using the spare. The spare was a more expensive bulb, costing £155, which Martyn bought, in the hope that it would last longer. We will see!

Martyn will purchase a new spare when he returns and will try to get the best price.

Joanna Saunders proposed that a monthly digest of all the Hall events be put on the noticeboard, here and in the Village, and Carol said she would do this as she has to provide this copy for the Fisherman anyway.

ACTION: Lisa to design a poster for June

Carol to do monthly digest

8. Future Events/Bookings/Ideas

- Local Election on 7th May
- The car park has been booked for a Gaming event on 17th May, for a donation
- Pop Up Pub – 29th May (Frank Potter, Sue Pike and Joanna Saunders to run bar and set up)
- Classical concert, 12th June – Lisa will ask John O’Connor for the poster
- Open Gardens weekend ~ June 20th/21st
Lisa, Sue, and Frank are available to help with catering
- A booking for a party following a Christening on 11th July
- Quiz – dates suggested of 1st, 8th and 15th August. Lisa to ask Stewart McCartney

Ideas for possible fundraisers:

Fish & Chip evening – a van
Ditto burgers or Jacket potatoes

9. Any Other Business

- Zoe commented that it is still a small group of us doing the legwork at events and suggested that we do another call-out for Trustees. Frank said he would add it to his Chairman’s Report for the AGM and Parish Council APM.
- Joanna said her son Haydn might be willing to join
- Zoe said the kettles weren’t working properly at Craft Club and wondered about purchasing a water boiler. Carol replied that we have one, but it uses up masses of electricity so is only suitable for bigger events. It was decided to purchase new kettles
- Carol suggested that a register of key holders be compiled
- Defibrillator pads – Carol asked if there was a date at which they needed to be replaced. Lisa was unsure and will investigate this.

ACTION: Lisa to report on the defibrillator

10. Date of Next Meeting

The AGM will be held on Monday, 11th May at 7pm following by a Trustees’ meeting.

The meeting closed at 8. 25pm

Signed by.....
Frank Potter, Chairman