

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 24th November 2025 at 7.00pm

MINUTES

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

1. Apologies

Apologies were received from Joanna Saunders and Cheryl Baldry

2. Minutes

The minutes of the meeting held on Monday 13th October were approved (with one amendment) and signed by the Vice-Chairman Martyn Burnside.

3. Election of Chairman

Following the resignation of Chairman Jane Collins, Martyn Burnside proposed Frank Potter as Chairman, seconded by Zoe Horlock and unanimously voted for by the rest of the committee.

The invaluable contribution that Jane has made to the Assembly Hall is much appreciated and noted. Carol Potter sent her some flowers on behalf of us all.

4. Matters Arising

- **Disabled toilet and baby-changing facilities.** Frank Potter reported that following the award of £15K from ESC, he attended the Parish Council meeting on 19th November and formally requested a grant of £6K towards to total cost of the project. This was met with general support though the VAT situation is complicated and needs to be discussed with SALC. Frank has additionally applied for a grant of £4k from the ACRE Platinum Jubilee Fund. If we are successful with this application (and the £5700 requested from the Government Common Ground Fund) then the Parish Council will give us 50% of the remaining shortfall.

Additionally, we are entitled to a free architect's visit from Community Action Suffolk to assist with specifications for the work. Carol Potter said at this point our share of the work would cost £10,000 and wondered if, since we are doing this work we might consider installing hand-dryers. Zoe Horlock also wondered if this might be the right time to install insulation in just that area.

Martyn Burnside said he had contacted the Disability Advice Service in Martlesham for any advice they may have. Frank was going to contact Len Chamberlain regarding getting the work completed within the funding deadline. We also need to notify our hirers in good time. It was agreed that these were all very positive developments.

- **Allocation/Division of Trustee responsibilities.**

Carol Potter – Facebook and Fisherman copy

Lisa Eveleigh – poster and flyer design, Instagram and to set up a Threads account (safer than Twitter), Defibrillator Testing

Frank Potter – Fire Alarm testing

Martyn Burnside – Film Club set up and promotion; Lisa Eveleigh to help with making sure the email distribution list is up to date.

5. Treasurer's Report

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

Income

Hall Hire £660

Literary Festival £160.12

Pop up Pub £160.03

October film club £31.67

Donation for October pop up café £15

easyfundraising £31.34

Makers Market £423.55.

This totals **£1481.71**

Outgoings

Electricity £253.94

Broadband £23.80

Anglian Water £278.25

Bank Charges £5.25

Cleaning costs of £117

New toilet flush £18.99

Flowers for Jane £30.60

New mop and hippo bags £14.99

Coffee Filters £12.10

Balloons £1.99

Fly papers £8.99

Cellophane bags £4.99

Chalk £2.75

Key safe £39.99
Loo roll £16.88
Annual Lottery Licence £20

This totals **£572.26**

On Thursday 20th November, Santander transferred the balance of £11,057.30 to our Barclays Business Account and the Santander account is now in the process of being closed.

The accounts stand as follows.

Santander Current Account	£0.00
Barclays Business Account	£27,610.48
Petty Cash	£969.05
Martyn Float	£50.00
Total	£28,629.53

6. Film Club

- **Recent films** - *Black Bag* was a good film but poorly attended.
- **Future films** - *The Ballad of Wallis Island*, Friday 6th December.
The Roses - Friday, 9th January
For February, March and April it was decided to show:
Choral
Nuremberg
Deliver Me From Nowhere
- Social media - Martyn promotes on Facebook and Next Door, and there is also The Fisherman. Lisa can include on Instagram and Threads

Action: Lisa Eveleigh to adapt a previous Peasenhall Picture Palace poster for the next season

7. Recent Events

- **Literary Festival, October 25th and 26th**. This was agreed to have been a success with the Hall taking £160 and just over £400 for the Church. Lisa said that next year she is thinking of having an additional solo evening event for a big name.
- **Pop Up Pub -31st October**. This was Halloween Themed, and people joined in and dressed up. There was a good atmosphere, and the Butcher Boys and Westleton Whistlers performed.
- **15th November 10am-3pm ~ Maker's Market**. This was a success for us, but not necessarily for those who took tables, though one lady did very well. There were three new stallholders. Carol Potter suggested that we should hold one large Maker's Market in 2026 at a date which avoids other, larger

Craft Fairs. Summer is better in general, though it is hard work putting up the Marquee.

8. Future Events/Bookings/Ideas

- **Private Bookings** – the couple who have dance rehearsals have booked a further four weeks.
- **Regular Bookings** – nothing to report, except that hirers are happy with the new heating system
- **Open Gardens 20/21st June 2026** – Zoe Horlock outlined plans. The Hall again to provide food and drink, but not ticket sales this year. The idea is to make it a bit more of a fête, with floral decorations in the Church.
- **St Patrick’s Day Event March 2026** – Mike Thickitt would like to provide an evening of Irish music at the Pop-Up Pub to celebrate this. The date is March 17th, so the nearest Fridays are the 13th and 20th. For further discussion.
- **Flower, Fruit and Produce Show** – Martyn Burnside suggested this, preferably at Harvest time, 2026. Zoe Horlock says she has sample programmes from neighbouring villages. There could be a competition element, though that would mean finding judges.
- **Car boot/table-top sale** for further discussion
- **Silent Disco** – Lisa is doing some research into this, for further discussion

9. Safeguarding

Nothing to report, but Sue Pipe said that she would review our Health and Safety policy.

10. Any Other Business

- Frank Potter said he was updating the list of drinks
- Carol Potter said it would be a good idea to empty the freezer before the end of the year
- Martyn said that someone had complained about paint marks on the tables following Craft Club. Lisa and Zoe are attending the next one.

11. Date of Next Meeting

The next meeting will be held on **Monday, December 15th** at 7pm in the Hall. This is a short meeting to discuss the disabled toilet renovations/grants. Also to familiarise ourselves with key safes/codes/heating/defibrillator etc. There won’t be an agenda for this, and the January meeting date will be decided then.

The meeting closed at 8. 16pm

Signed by.....

Martyn Burnside, Chairman