

## PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

### MANAGEMENT COMMITTEE MEETING

Monday 24<sup>th</sup> March 2025 at 7.00pm

### MINUTES

**Present:** Jane Collins, Frank Potter, Carol Potter, Joanna Saunders, Martyn Burnside, Sue Pipe (via WhatsApp), Zoe Horlock, Lisa Eveleigh

#### 1. Apologies

No apologies were received

#### 2. Minutes

The minutes of the meeting held on Monday 24<sup>th</sup> February 2025 were approved and signed.

#### 3. Matters Arising

- Notice Board - Jonathan Lakin-Hall was slightly behind schedule but hoping to start soon.
- Heaters - ARC are due to start work 28<sup>th</sup> April and Frank will cancel the bookings for Keep Fit and Clubbercise
- Insulation - Len Chamberlain was keen to start the insulation work but it will be commenced after the heating work is completed.
- Car Park Tidy up- a mattress had been dumped behind the bottle bank. Jane said she and Mark would remove this. Date for tidy-up; Wednesday 14<sup>th</sup> May 3pm onwards and Saturday 17<sup>th</sup> May from 10.0am
- In the previous meeting it was agreed that unauthorised users of the car park should be discouraged with an A5 flyer. Frank offered to prepare one.

**ACTION:** Frank to do leaflet

#### 4. Chairman's Report

All issues were covered in Matters Arising

#### 5. Treasurers Report

Since the last Treasurers report on 20/01/25

Income - Hall Hire £623.00, Jan Film Club £24.34, Feb Film Club £26.87, Meters £100, easyfundraising £17.03, Concert £91.34. This totals £882.58

Outgoings – Electricity £356.11, Broadband £45.92, Cleaner £195.50, Curtains £1961.97, Fire £125.40, Costs from Jan concert £22.50, Stamps £27.20, Noticeboard deposit £432.50, Water bill £186.74, Annual Insurance £1001.32, Heating deposit £5077.35, and PRS £170.40. Total outgoings £9602.91

The accounts stand as follows.

Current Account	£35,771.74
Petty Cash	£705.05
Martyn Float	£50.00
 Total	 £36,526.79

Still waiting for March film night takings

- The hourly rate paid to the cleaner was discussed as the minimum wage is increasing to £12.21 on April 1<sup>st</sup>. It was agreed to round this up to £13 per hour and review it in six months.
- The cleaner had complained that the bin had smelt bad after the Craft Club meeting, which was rather a mystery since only tea-bags and napkins had been left in the largeish bag. Possibly something else was deposited in the intervening day. However, it was agreed that Carol would put a note on the invoices for the hall hirers reminding them to empty the bin, and would also purchase some smaller white bin bags.
- Jane thanked Frank and Carol Potter for their work on renewing the insurance cover for the Hall.

## 6. Safeguarding

Sue reported that she is booked on to a course. Zoe had been unable to register for the East Suffolk Council Safeguarding newsletter, but would try again.

**ACTION: Zoe to sign up for safeguarding newsletter**

## 7. Film Night Update

- Martyn reported that audiences are still over 20 per film. The proceeds from the raffle have increased since we started charging £1 per ticket.
- There was a slight crisis at the last screening as the lamp in the projector failed. It is meant to last for 3000 hours but had only lasted for approximately 300. We did have a spare bulb which John O'Connor and Laurence Moss helped to

install. There was a 15 minute break whilst this was being fixed, and people were sanguine, chatting amongst themselves.

- Next film season:  
Conclave  
A Complete Unknown  
Wicked  
Mad About the Boy
- Martyn will be away on 2<sup>nd</sup> August

## 8. Bookings Update

- Frank reported that there is a new regular hirer – 2 hours a week for 4 weeks for dancing practice.
- A private party booked for April 21st
- John O'Connor also has two concert bookings; 29<sup>th</sup> June and 24<sup>th</sup> August.
- Hire charges increase: this had been discussed previously and it was agreed to increase both the regular hirers charge and the non-regular hirers from 1<sup>st</sup> September but not to raise the Keep Fit hire charge.

**ACTION: Frank and Carol to look at the level of increase**

- It was agreed to cancel the Family Quiz as initial interest was tiny.
- Wine Tasting Evening, Sunday 25<sup>th</sup> May. Posters have been prepared and are now up and will go on the website. Zoe commented that the organisers are giving us a good deal – 7 wines plus musical breaks for £15 a head, We will charge £20 per ticket to cover cheese & biscuits and nibbles.
- Pop Up Pub – 25<sup>th</sup> April. Games will be put out. It was agreed to ask Mike and Jeremy Thickett to provide music on another night. (Since moved to April 25<sup>th</sup>).
- Peasenhall United Charities Trust would like to have a Summer party with buffet on Saturday 6<sup>th</sup> September which they will fund. The Trustees are Jane, Beth Benstead, Barry Rowing, Rev Tim Rogers and the secretary Cliff. They will also require a bar and raffle. To be discussed at the next meeting.
- Peasenhall Literary Festival – October 25<sup>th</sup> and 26<sup>th</sup>. Lisa is organising this which is in aid of St Michael's, but is hiring the hall from the afternoon of 24<sup>th</sup> and would be grateful for help with refreshments on the day, the income of which would be the Hall's. To be discussed further.

## 9. Any Other Business

- Open Gardens and Flower Festival weekend. Zoe is having a meeting for volunteers on 9<sup>th</sup> April at 2pm
- Village Litter Pick organised by the Parish Council at 9.45 on Saturday 29<sup>th</sup> March
- Martyn reported that there is interest in forming a Swift Group. He is still uncertain how to wire up the swift-calling device but perhaps the electrician can advise when next visiting. Carol asked if the device has a timer because if

so it might need PAT testing. Martyn didn't think so. Lisa said she was sure Barry Rowing had managed to wire up the Christmas tree lights outside at roof height because she saw him up a ladder then.

- Sue said she would be returning to the UK on 1<sup>st</sup> May and would be at all our events

**10. Date of Next Meeting**

- The date of the next meeting is **Monday 12<sup>th</sup> May at 7pm.**

The meeting ended at 8.20pm

Lisa Eveleigh  
Secretary

Signed by..... Chairman  
**Jane Collins**

DRAFT