PEASENHALL ASSEMBLY HALL
Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 27th July at 7pm

MINUTES

Present: Frank Potter, Lisa Eveleigh, Zoe Horlock, Sue Pipe, Gary Greenwood, Joanna Saunders, Hayden Foster

1. Apologies

Apologies were received from Carol Potter and Martyn Burnside

2. Minutes

The minutes of the meeting held on 15th June were approved and signed

3. Matters Arising combined with Chairman's Report

- **Hedge-trimming -** Zoe had contacted Jotham Crisp and arranged for him to mow the lawn and trim the hedge on Saturday 1st August. The only hitch was that he would not be able to take the cuttings away, but Zoe would supply Tonny bags and Gary Greenwood offered to collect them in his truck
- **Hall Insurance for over 55s fitness -** Frank Potter had looked at the policy and feels it doesn't cover Linda Ginn. It was decided to draft a disclaimer as this is a hall-led event and not a business event.
- **East Suffolk Council Bins –** the Hall has not been sent the new bins and Frank will contact them about this
- **Kitchen Bin –** the current one is too large to merit our hirers emptying it every time, although for Health and Safety reasons we ask them to. It would be good to have two smaller bins, one specifically for recyclable items. Frank will try and source these.

4. **Treasurer's Report**

Income since the last meeting:

Open Gardens catering	£589.51 + donation tbc,
Concert	£111.95
Hall Hire	£540
Pop up Pub June	£40.64

Film Club June	£58.60
Film Club July	£41.33
Total income	**£1382.03**

Outgoings since the last meeting

British Gas	£77.03
Cleaner	£227.50
Over 60s exercise class invoices	£150
Alcohol licence	£70
Fram Broadband	£24.65
Total outgoings	**£549.18**

The accounts stand as follows:

Current Account	£22,710.57
Petty Cash	£1641.99
Martyn Float	£80.00
Total	**£24,432.56**

Zoe Horlock asked how much was left in the Community Partnership grant for the fitness class for the over 55s.

5. Film Club

Martyn Burnside sent an update on Film Club.

He firstly asked for the Trustees to nominate film choices for September to December as he had no feedback. It would seem sensible to use the mailing list to canvas opinion, but the Committee would give their choices.

He is happy with the posters that Lisa Eveleigh produces but wonders if the font size could be increased.

At the June film not everyone had cash for both bar and donation IOUs were made (and fulfilled). However it would be better to use a card reader and there is a spare, so that can be used going forward.

Martyn had spent £102.37 on a new lamp as a spare for the projector, in case the existing one stops working.

The Peasenhall Picture Palance banner needs replacing. Martyn asked for a similar size and colour as the old one but has changed the letters to lower case, except for the first letter in each word, which remains an upper case, to make it easier to read. He obtained three quotes:

Whincops - £198.00 plus vat
Leiston Press - £194.00 plus vat
Sailflags - £125.09 plus vat (not a local company)

After discussion, the Trustees opted to go for the Sailflags quote, on the basis that if it is not of suitable quality, it can be returned within 14 days. Frank Potter said it would be sensible to put some posts up to support the banner.

6. Recent Events

Open Gardens – all agreed that this was a great success and congratulated Zoe .
Pop Up Pub – poorly attend in June, needs promoting on social media and in the Village Shop noticeboard. Lisa will come up with a stronger poster design.

7. Future Events/ Bookings

a) Private Bookings

- Children's party, 1st August
- Christening, 15th August
- 90th Birthday, 29th August
- Children's party, 5th September
- Peasenhall United Charities Wine Tasting – 3rd October
- Circle 67 Drama Group – 9th December

b) Regular Bookings

No issues with regular hirers, although Zoe pointed out that the Life Drawing group arrive half an hour early for their 10.00am booking.

c) **Pop Up Pub –** 31st July. Sue will help Frank on the night

d) **Quiz –** August 15th. Sue, Joanna, Frank and Carol will run the food and bar on the night. Set up on the morning itself and Lisa and Stewart will rehearse with the projector and laptop.

e) **Tabletop sale, August 22nd.** Only two people had expressed interest so we will leave it to Carol to decide whether to go ahead.

Joanna asked whether we were going to have a digest of events on the noticeboard and this can happen when Carol is back, as it can be adapted from Fisherman copy.

f) **Maker's Market** - it was agreed to fix on a date for this by email or WhatsApp.

8. Safeguarding

No issues to report. Sue Pipe asked if the First Aid box was in date, and Frank replied that Carol had checked it during the Spring.

10. Grants

Frank has looked at the guidance from Sizewell C on grants and it is unlikely that they would go for something as small as a full set of new doors. Perhaps we could add in soundproofing and double glazing. Sue Pipe said we should consider having a plan for what to tackle next. The question of an extension was mooted again, but this would require plans and an up-to-date quote.

11. Car Park Lease

The lease has still not been signed by the solicitors. Lisa had found a letter from the former owner offering to donate the car park to the Hall but there was later a disagreement which prevented this transfer. However. it is felt that the Hall does need certainty about the lease. Gary Greenwood commented that whilst the Local Plan to do with housing is being put together, potential developments in the village are in limbo.

12. AOB

a) Joanna asked if the trustees would be willing to store the records and photographs of Peasenhall History left by Grace Whiting. This was agreed.
b) Zoe Horlock informed the Trustees that she will be moving to France in November and will therefore be resigning as a Trustee from the end of September.

13. Date of Next Meeting

The next meeting will be held on **Monday, 14th September at 7.00pm** in the Hall.

The meeting ended at 8.15pm

Signed by…….

Frank Potter, Chairman