

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 13th October 2025 at 7.00pm

MINUTES

Present: Jane Collins, Frank Potter, Sue Pipe, Martyn Burnside, Lisa Eveleigh, Cheryl Baldry, Zoe Horlock

1. Apologies

Apologies were received from Joanna Saunders and Carol Potter

2. Minutes

The minutes of the meeting held on 8th September 2025 were approved and signed by the Chairman.

3. Matters Arising

- **Grants.** Jane Collins had applied for funding for installing a disabled toilet from East Suffolk CAS and reported that she would hear back the following week.
- Len Chamberlain had also quoted for improving the wheelchair slope and access to the Fire Door. This must also wait until funding is available.
- Snagging List – it was agreed to wait on this until the funding situation for the toilets was clearer.
- Zoe Horlock had looked at the funding for Warm Welcome again but the only date that Active Lives could come to the Hall would be on Friday morning. To meet the required 10 hours per week would mean a lot of work for volunteers and it was agreed to park this.
- **Hall Cleaning** – Alison is recovered and is back. She reported that the ice-box in the fridge is clogged up and needs defrosting and cleaning. Thanks to everyone who cleaned the Hall in her absence. Apparently Alison does not Hoover the hall so Zoe Horlock suggested vacuuming once a month – Lisa said she could do this when checking the defibrillator.
- **Paper Towel dispenser** – these are overfull. Frank Potter reported that he had got the key copied as it was faulty. Frank will talk to Alison and not overfilling the units. As the cleaner is not likely to be available until the end of the month so the trustees will continue to clean until then – Lisa Eveleigh and Carol Potter to do Wednesday 10th September
- **Familiarisation with the Hall** – it was agreed to look at the heating, keysafe and other controls after the meeting. Frank Potter suggested changing the main door Keysafe Code after the Literary Festival, making a register of those

who need to know it and informing those people when it has changed. Frank will create a master list.

- **Old website** – Lisa Eveleigh to check to see if the old Wordpress site has been taken down

4. Chairman's Report

- Jane Collins reported that she has signed the Car Park lease and she is waiting for a response from the owners.
- The Hall Piano – this is up for sale but there have been no takers
- Pool Table – Amanda is going to take this back

5. Treasurer's Report

Frank Potter presented the Treasurer's Report on Carol's behalf.

Since our last meeting we have had another productive few weeks.

Income:

Hall Hire	£511
Pop up Pub	£58.96
Quiz night	£478.23 and £10 deposit for Makers Market.

This totals £1058.19

Outgoings:

Electricity	£163.42
Broadband	£47.60
Anglian Water	£278.25
Bank Charges	£2.75
Keys for paper towel dispenser	£18
Cleaning materials	£3.30
Hoover bags	£8

This totals £521.32

The accounts stand as follows.

Santander Current Account	£11,042.55
Barclays Business Account	£15,865.55
Petty Cash	£608.86
Martyn Float	£50.00

Total £27,566.96

6. Film Club

Martyn Burnside reported that there was an audience of 17 **Penguin Lessons**, the raffle took £35 and donations were £54. The Moviola cost was £61.00. We are buying the DVDS now that we are not on their Gold plan, at a cost of £7-8 with postage. Martyn would look into sharing DVDs with other village halls.

Black Bag will be the November film, followed by **The Ballad of Wallis Island** in December. Lisa Eveleigh offered to help Martyn with the gmail distribution list.

7. Recent Events

- Quiz - 13th September. This was a profitable evening (£478.23) and it was agreed to thank Stewart McCartney for his work.
- Pop Up Pub - 26th September. This was a good evening; some new and different people came, and the bar made £58.96

8. Future Events

- **October 25th and 26th** - Literary Festival. Tea & coffee to be served from 9.30am, filled rolls and cakes to be served during the day. Lisa Eveleigh and PPC to be responsible for ticket sales on the door. Publicity to be extended to include Next Door and Instagram. Set up at 2pm on Friday 24th, Lisa and Stewart, Frank and Carol.
- **31st October** Pop Up Pub -Halloween Event. It was agreed to serve Chilli con Carne and baked potatoes. Carol and Frank to run the bar, fancy dress optional! The Butcher Boys and the Westleton Whistler's will be performing. A poster will be needed
- **1st November** - AGM for Smyth Close residents
- **15th November** 10am-3pm ~ Maker's Market -The tables should all be in the Hall. Help needed setting up on Friday afternoon (Lisa, Carol, Frank). Raffle prizes needed
- **Sunday 7th December** ~ 5.30pm. Refreshments and Carols at the Assembly Hall after the Christmas Tree light switch on at the Knoll, organised by the Parish Council
- **Wednesday, 17th December** ~ Christmas Lunch for the Over 70s, run by Peasenhall United Charities.
- **Wilderness Wildlife Conservator** ~ Joanna Saunders to be asked about this at the November meeting

9. Safeguarding

Sue Pipe reported that she needs to acknowledge that we have reviewed our Safeguarding Policy and are satisfied that it does not need updating, and she will do this.

10. Any Other Business

Martyn Burnside suggested that we might consider running a Fruit and Produce event in summer 2026 as there are keen fruit and vegetable growers in the Village.

11. Date of Next Meeting

The next meeting will be held on **Monday, November 24th** at 7pm in the Hall.

The meeting closed at 8.45pm

Signed by.....

Chairman