

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 2nd September 2024 at 7.00pm

MINUTES

Present: Jane Collins (Chair), Lisa Eveleigh (Secretary), Cheryl Baldry, Sue Pipe, Zoe Horlock, Joanna Thickitt and Martyn Burnside.

1. Apologies

Apologies were received from Frank Potter and Carol Potter [Treasurer]

2. Minutes

The minutes of the meeting on Monday 22nd July were agreed as accurate.

3. Matters arising

- Projector case – Jane Collins reported that her handyman had made a lockable box for £40 and its key is on the keyring
- Filters for the Wi-Fi system – Fram Broadband don't supply them and no other village hall that they have equipped have them. Whilst we could be liable for a hall user gaining access to undesirable websites this would be very difficult to prove. Filters can be bought off the shelf but are easily circumvented and there would be a fee to subscribe. Sue Pipe commented that the Chief Constable of Suffolk is running a Safeguarding course on Wi-Fi in November and she will be attending it. It was agreed to return to this issue after her report on the course.
- Fit Villages keep Fit class. This has now been arranged, commencing on Tuesday, 17th September from 11am to 12pm and for an initial 8 weeks. The first class is free and the next 7 are half-price. There are 15 spaces, and the focus is on mobility, flexibility and balance. A flyer has been produced. Zoe Horlock said she had thought the whole course was free but this is not the case. The funding includes the Hall Hire cost and half the course fee.

- Small tables - Jane Collins had found some small stackable tables suitable for Film Night on Amazon but it was thought that Carol Potter was also looking into this. It was agreed to include this item on the next agenda.
- Window cleaner - Ralph Littlewood will clean the windows inside and out on a date to be determined for £40

4. **Chairman's Report**

- Notice Board - Jane Collins visited The Men's Shed in Halesworth with a drawing of what we would like, so that it will hold 8 pieces of A4. They quoted £500 plus the cost of the wood which is likely to be £150 so likely to be £650 in total. She also sourced, on Nextdoor, Tom of The Jobbing Builder, who quoted £450. It was agreed that since The Men's Shed take a long time, to commission The Jobbing Builder.
- Posts to outside steps - these had rotted and have now been replaced by Jane's handyman.
- Curtains - Jane reported that Kingdom Forge had visited the Hall to advise on the configuration of the curtain rails and to quote. They had suggested cast iron rails with a curve to one side to avoid masking the cupboard beneath the display case. The cost for both rails would be £400 including curtain rings and finials. Corinna of The Little Upholsterer has agreed to source fire-retardant curtain material which she would provide at cost and make the curtains. Sue Pipe proposed that we go ahead with this, and Martyn Burnside seconded this.
- On funding this (and curtains - see above) Jane has established that the Heveningham Hall charity does provide funding if applied to but there is a requirement that people have to help at the Annual Country Fair. Lisa had mentioned that Chris and Sue Norrington do this so Jane contacted them and they are happy to have their names as part of an application.
- Funding from Councillor Stephen Burroughes. Jane Collins has spoken to him, and he said that because we have already installed Wi-Fi he may be able to give us a one-off payment towards the monthly cost of the Wifi. The old amp and speakers have been sold for £43 and £70 respectively.

5. **Treasurer's Report**

Since our last committee meeting:

Income

July Pop up Pub £64.06

Hall Hire £739

July Film night £102.67

Sale of speakers £70

Sale of amp £43.08

Concert £72.20.

Total income **£1091.01**

Outgoings

Electricity £39.21

Broadband £22.96

Cleaner £86.25

Trident fire £145.98

New tap £43.16

Repairs to handrail £85.90

Broom, Linseed oil and white spirit £59.05

Repair to gents urinals £60.

Total outgoings **£542.51**

The accounts stand as follows

Current Account	£41,681.46
Petty Cash	£447.10
Float with Martyn	£50.00
Total	£42,178.56

It was agreed that it was a good month with repairs done quite cheaply

6. Safeguarding

Sue Pipe queried with the Council whether some requirements on the template provided by Community Action Suffolk are suitable to us. It was confirmed that not all of the new policy is sensible to apply to us. New volunteers would need a police check as knowledge of that person needs stating. In summary:

- One officer does need to do training
- Our policy to state “Adults that could be at risk” rather than “vulnerable adults”
- A child to be defined as any person under 18
- Lisa Eveleigh and Zoe Horlock both have Safeguarding qualification and will support Sue.

7. Bookings

- Film Night on 6th September - Wilding - is a documentary. Regarding raffle prizes, Mark Thomas of Emmett’s was hesitating what would be suitable, and Zoe is kindly providing the other. Set up on Friday afternoon at 4pm. The

issue of the raffle tickets, card reader and payment by donation was discussed; people may not realise that we have to pay the Moviola fee. Martyn Burnside said that the average donation is usually £4.00 plus whatever the raffle makes.

ACTION: Martyn Burnside to think of some wording which makes the financial aspect clearer to filmgoers.

- Do Moviola offer enough choice? It was agreed to review this in March when the first year's membership is up.
- Screen to be left up after Film Night for the First Aid course.
- First Aid course – Saturday 7th September. 8.30 am start and attendees to bring their own lunch.
- Tour of Britain – Sunday, 8th September. Sara Benstead is providing 25 filled rolls, which Zoe Horlock will collect at 10.00am. Lisa Eveleigh also to help set up from 10am. Other helpers to be Cheryl Baldry and Sue Little. Jane Collins will buy squash and milk on Saturday and leave paper cups and paper plates. The race will come down from Heveningham via Mill Road and pass the Assembly Hall at approximately 12.15. Jane Collins to contact Tess at Sibton Nursery school about an art project featuring cycles. Jane Collins, Sue Pipe, and Jane Collins to make cakes, Lisa Eveleigh a quiche. Jane & Bud to put up bunting on Wednesday. Robyn Pipe will set up the audio-visual tech.
- Craft Club – a meeting to establish how this could be run is set for 2pm on Monday 9th.
- Quiz Night – 14th September 7 for 7.30pm. This has been well advertised and teams are building. Jane will source the food and Lisa Eveleigh will bring some chutneys. Lisa Eveleigh and Stewart McCartney will help set up and research the tech on Saturday afternoon at 2pm.
- Pop Up Pub – report on the 27th August. The earlier start time of 6.30pm did not make a difference to numbers; there were fifteen people present but that included Trustees. The amount earned is not known yet. It was agreed to discuss the future viability of the Pop Up Pub at the next meeting i.e. whether we should look at a quarterly event, as it is a lot of work for not much return. Overall view was that that we should not hold Sept POP but need to get views with Frank & Carol first
- Future Bookings
 1. Maker's Market, Saturday 26th October. 11 tables booked so far, all stalls to be in the hall and refreshments served outside.
 2. Christmas wreath-making, Saturday 7th December
 3. We need to alert new bookings and people generally to the new tech we have. Jane Collins will have a conversation with Laurence Moss about this. Ideas could include tech advice for the elderly and gaming for kids.

8. Any Other Business

a) The Bowls Club used the Hall on Sunday 1st September for their Fun Day and Barry Reported that the drains became blocked. Jane reported to Anglia Water who came and sorted it on this occasion but as the block was on private land it was outside their remit. As this has happened previously when they have used the Hall it may be due to the large volume of attendees. Anglia Water said it may be a good idea to get the drain flushed out as silt can build up. To be discussed at next meeting.

b) There is a Warm Welcomes grant available from East Suffolk Council of £3000 to cover community activities of 8 hours a week. This actually means £1000 to us. This could be two hours of the Craft Club, two hours of Soup and a Pudding, or a film, perhaps a children's film on a Saturday. It might be possible to ask the Parish Council to match the funding. Zoe Horlock said there would need to be a rota for people to serve refreshments, and we could perhaps ask Sara Benstead to provide Soup and a pudding.

c) The Bingo organisers Malcolm and Jenny have taken their equipment and are no longer running sessions. They told people this is because they cannot get the sessions they want from the Village Hall. This has disappointed the village and people are blaming us. Jane is to ask Carol if she knows about this, and Joanna Thickitt will ask Jenny's permission to speak to Jane.

d) Jane Collins suggested that we review bar prices at the next meeting.

e) Siting and fixing the bike rack safely - Zoe Horlock will ask Colin about this.

f) Donations box - it was agreed that Jane Collins would source a new box for donations

g) Martyn Burnside reported that he had been to a successful Jazz Night at Theberton where the band charged £550 for the night. There were ten tables of ten at the event. This is something we might consider in future, but getting adequate numbers to pay the costs may be a challenge. Note from Lisa: The Fisherman said there were two bands, Three of a Kind and Friends, so this would need checking.

9. **Date of Next Meeting**

The date of the next meeting was agreed as Monday 21st October at 7.00pm

The meeting ended at 9.18pm.

Lisa Eveleigh

Secretary

Signed by.....Jane Collins, Chairman