

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 20th January 2025 at 7.00pm

MINUTES

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

1. Apologies

Apologies were received from Carol Potter and Cheryl Baldry

2. Minutes

The minutes of the meeting held on Monday 2nd December 2024 were approved and signed.

3. Matters Arising

- Curtains - the rails are now in place, supervised by Zoe and Jane. The curtain material has now arrived, and they are currently being made by Corinna of The Little Upholster and should be ready within a fortnight. They are lichen green in colour.
- Notice Board - Jane has been chasing The Jobbing Builder to no avail. Her own handyman knows someone who could possibly make one, having done so for Benhall, and she will pursue this.

ACTION: Jane to follow up

- Outside drains - this will be carried forward to when the weather is warmer.
- Heveningham Hall grant - this was agreed at their meeting in December. They have paid £1800 very speedily and this will fund the notice board and the curtains.
- Defibrillator - since the last meeting this has been paid for and fitted, with Aaron Nobbs kindly doing the electrical work free of charge. Jane has done a poster announcing this, also copy for the February Fisherman and Lisa has given it a page on the village website which includes a video demonstration of how to use it. Lisa is checking that the machine is functioning on a weekly basis and there is a book recording this in the kitchen. Jane thanked Lisa for all her work getting it purchased and installed so quickly. Lisa will be checking it every week and there is a book in the kitchen to record this

- Heating and Electricity – the continuing issue of the Hall being cold is impairing the Hall’s attractiveness to hirers. Frank had looked into bringing in a small oil heater, but it would cost £6.00 a day if left on for 24 hours so he didn’t pursue this. Jane reported recent problems with the heating, in that the left rear unit has been tripping. Ethan from Aaron Nobbs came earlier in the day and has disconnected the right rear heater to see if this is causing the problem. He explained that he can’t change the circuit breaker unless we have new circuit board. Frank will look at the existing one with a view to changing to a type C board.

Jane then read an email from Lynne Thomas-Mead about the lights in the toilets and heating issues at the Pilates and Clubbercise classes, both of which she attends. Jane had replied, outlining the issues we have and directing her to the information folder.

Frank commented that we could look at getting a modern version of big light at approximately £300, and small ones £150. It might be more cost-effective to get newer units for the existing fittings.

ACTION: Frank to get exact costings and look at the circuit board

Martyn then said he thinks it might be better to have whole new system and could contact ARC Thermal Products. It was discussed that hirers don’t like the coin box, and we know it costs £7 a time on Film Club nights and Jane spent £5 for the craft fair. We know that Yoxford Village Hall now have heating panels on the roof but apparently it hasn’t made much difference. They have similar ones at Bruisyard which apparently work very well.

ACTION: Martyn to contact ARC Thermal Products

It was noted by Joanna that if we spent thousands on heating and then lost the use of the car park this would be wasted money. Lisa asked if the issue of insulating the loft could be revisited as she thought when thermal imaging was done, 70% of the heat loss was from there. It was agreed that Lisa would seek to get a quote for this from Len Chamberlain, who has done some work for her recently.

ACTION: Lisa re Len Chamberlain

It was then discussed that the Hall may not always be the village community centre, and that Alan Dale of Sibton Parish Council had been in touch recently with Peasenhall Parish Council to suggest collaborating on a joint building on the Playing Field.

Sue commented that she views the maintenance of the Hall as it currently is, as a ten-year project and that securing its future in that timescale is what we should be working towards finding grants to preserve that. Martyn said that any improvements that we do find the

means to fund will help to keep its market value. given that selling it might contribute to the financial package needed for a new build.

Frank added that though it is in the Trustees' power to sell the Hall we would need to get permission from the Charity Commission and have other plans in place, as it is our obligation is to provide a Village Hall. Jane stressed that we certainly won't fritter money away, but we could use some of COVID money for short-term improvements.

4. Treasurer's Report

Treasurers Report 20/01/25

Since the last committee meeting, the accounts are as follows.

Income - Wreath making workshop £141, Hall Hire £340, Strictly final £31.80, easyfundraising £45.62, Donations and Grants £1830, Meters £100, December Film Night £17.58. This totals £2506.

Outgoings - Electricity bill £219.11, Broadband £45.92, Half the cost of the Defib £375, Cleaner £172.50, New lock £13.98, Coffee £40.00. Total outgoings £866.51.

The accounts stand as follows.

Current Account	£44,084.92
Petty Cash	£1032.20
Martyn Float	£50.00
Total	£45,167.12

Still waiting for Jan film night takings

The Ward Quartet event on Saturday 18th January unfortunately made a loss. Several people who said they were coming (and paying on the day) did not arrive. It was discussed whether ticket fees should be secured in advance. Perhaps it might be possible to investigate Eventbrite for tickets sales. Frank commented that these events normally have a loyal audience, and they do make money in the long term, and Martyn said it is a delicate balance providing a variety of events that serve the community. John O'Connor wants to make a further booking in March.

5. Safeguarding

Sue reported that in the latest East Suffolk Council Safeguarding newsletter there is nothing relevant to our Village Hall. She will forward that to Zoe and Zoe will register to receive them in future.

ACTION: Zoe to register with East Suffolk Council Safeguarding site.

6. Film Night

Martyn reported that Jane has had a leaflet printed for the forthcoming season, starting with FIREBRAND on February 7th. Lisa has put this up Village website on the relevant page. Other dates as follows:

- Friday, 7th March PADDINGTON IN PERU
- Friday 4th April GLADIATOR II

Recent attendance at film nights have been good, the lowest audience figure has been 18, and THE LAST BUS attracted 40. THELMA got very good feedback, with Albert Lain saying he loved it. Raffle prizes continue to be donated, and a recent decorated dish attracted a lot of interest. A second metal snail has been donated, and Laurence Moss gave several unwanted Christmas presents. We are definitely getting bigger audiences since signing up with Moviola though Jane said she thought we would have more choice as we seem to be showing the same films as all the neighbouring villages. Martyn said a couple of films had been held over after release and will be available later on. A couple of 2024 film releases are being held over, including the Cillian Murphy film SMALL THINGS LIKE THESE.

Jane said we should review the Moviola costs nearer to the end of the initial contract/commitment. The matter of donations was raised, given that we mostly earn money through the raffle and would rather people spend their money there. After discussion, it was agreed to move to "Suggested donations up to £3" to that there is a ceiling. Frank confirmed that anything we receive as a donation does not breach the Performing Rights Society rules.

7. Bookings Update

Frank reported that we are still getting regular hirers and some new one-off bookings – a Literary Festival in October, a kid's party on Sunday 16th March, and another concert.

It is possible that we may lose Pilates – Emma is doing a new class at the Harmony Centre. Frank suggested putting a notice about the toilet lights on the door to the lobby.

The future of the Pop-up Pub nights was discussed. Frank commented that it was originally started because it was easy to organise. However, numbers have dropped off. Ideas were discussed, including holding a combined pub/games

night, borrowing Debbie Reid's karaoke machine, perhaps having a storytelling session (with Gus), and an open-mike night.

Frank expressed a preference for starting the new season without an add-on, commencing on Friday 25th April. Joanna to Gus about his availability.

Maker's Market – it was agreed that an October market was too early so a 15th November date would be suggested to our regular stallholders. There was some debate about a June date, given that putting up the marquee requires volunteers. This issue was resolved, as below.

Zoe then outlined the plans for a Flower Festival and Open Gardens weekend on 28th and 29th June. The Flower Festival is in aid of the Church and will be held in St Michael's, where maps to the open gardens will be provided. She asked if the Hall could be opened up for refreshments during the weekend (though not on Sunday morning) serving cream teas, ploughman's lunch etc.

Joanna then suggested that since the Hall will be open anyway, that we hold the Maker's Market then, inviting eight stallholders on Saturday, and eight on Sunday, and this was unanimously agreed on. An initial meeting for the Open Gardens weekend will be held on 30th January at 2pm, at Zoe's house.

Family Quiz Night – 29th March. Lisa will ask Stewart to recommend a source of easier questions.

General Quiz – Saturday 19th July

ACTION: Lisa will book Stewart

Possible Wine Tasting evening

Zoe will get prices for this.

Big Screen Events – discussion to be carried forward to the February meeting.

8. Any Other Business

Martyn has received a sound box which will entice swifts to nest in our boxes. It is a free donation to us, but it will need wiring in before April. Lisa suggested that Barry Rowing might be prepared to do this, having witnessed him wiring up the Christmas tree lights. Zoe also suggested Colin may be able to do it

9. Date of Next Meeting

The next meeting will be on 24th February at 7.00pm.

The meeting ended at 8.55pm

Lisa Eveleigh
Secretary

Signed by..... Chairman
Jane Collins