

## PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

### MANAGEMENT COMMITTEE MEETING

Monday 21<sup>st</sup> October 2024 at 7.00pm

### MINUTES

Present: Jane Collins (Chair), Lisa Eveleigh (Secretary), Sue Pipe, Zoe Horlock, Frank Potter and Martyn Burnside.

#### 1. Apologies

Apologies were received from Carol Potter (Treasurer), Cheryl Baldry and Joanna Thickitt

#### 2. Minutes

The minutes of the meeting held on Monday 2<sup>nd</sup> September were approved

#### 3. Matters Arising

- The Fit Village Keep Fit class is proceeding well.
- Small Tables – Sue Pipe purchased two tables @ £10 each and it was agreed that she could be reimbursed from the Picture Palace receipts as the tables will be used then.
- Pop-up-Pub – viability. Frank Potter suggested that this could restart in the spring to see if attendance improves. It was agreed to put the matter on the February agenda. Alternatives to be discussed could be a games night or a themed evening.
- Bingo – Frank Potter reported that Carol had been to see the bingo organisers and collected the outstanding money due. The reason they gave for stopping so suddenly was that an insufficient number of players were attending. Jane Collins commented that it was unfortunate that the Assembly Hall were blamed for this.

**ACTION: Lisa Eveleigh will put an advert on Nextdoor to try and find a substitute Bingo supplier.**

- Bike Rack – Zoe Horlock reported that this has been fixed to the back of the shed by Colin. If this proves to be too flimsy, then a concrete pad can be put down. The Chairman thanked Zoe and Colin.
- Craft Club – there were 15 attendees at the session earlier in the day – the third. Zoe Horlock asked if it was profitable. Jane Collins said that at £20 for the Hall Hire and a fee of £3 per person it was working out at the moment, but can be reviewed. Martyn Burnside asked what activities were involved. Jane Collins replied that drawing, painting, knitting, and

individual projects are undertaken. It is good for the community and is a nice atmosphere.

#### 4. Chairman's Report

- The Chairman reported that she has written to the Heveningham Hall Trust to apply for funding for both the noticeboard and the curtains. They will be meeting to consider applications soon. As we have £1200 already ringfenced for insulation, it was agreed to go ahead and commission the noticeboard from The Jobning Builder at a cost of £450 and the curtains at £1850 (the Little Upholsterer).
- Warm Welcomes grant – to apply for this, a commitment to run events amounting to 20 hours a week was necessary, so we are not applying for this.
- Cllr Stephen Burroughes is funding the £324 lump to cover the Wi-Fi cost for one year. We have received the first payment of £162 and will need to request the second payment in January.
- Outside Drains - further to the last minutes how can we prevent the blockage which happened after the Bowls Club event. It might be an idea to clean out the whole drainage system. There are two manhole covers which can be flushed through and rodded by a specialist drain company. Zoe Horlock commented that the grid also needs cleaning.

**ACTION:** Jane Collins to get quotes for this.

#### 5. Treasurer's Report

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

Income:

August Pop up Pub £52.07

Quiz night £299.12

Donation for loan of tables £20

Donations from Tour of Britain £29.70

Hall Hire £460

September film night £131.74

Donations from Bingo £111.30

Easyfundraising £21.94

Maker's market traders £30

Stephen Burroughes grant for the WIFI £162.

This totals £1,317.87

Outgoings

Screwdriver and padlock £4.90

Projector cover £72.40  
 Cleaning materials £2.88  
 2025 booking diary £2.99  
 Electricity £102.52  
 Cleaner £201.25  
 Broadband £45.92  
 Anglian Water £129.70  
 Tour of Britain overspend £17.10  
 Window Cleaning £40.

Total outgoings £619.66.

The accounts stand as

Current Account	£42,301.39
Petty Cash	£775.58
Martyn	£50.00
 Total	 £43,126.97

It was noted that the Hall Hire fee figure has improved, and that the Film Nights are going well, since raffle ticket prices were increased to £1 a ticket rather than £1 a strip.

Banking – two cheque signatories are needed. (Carol, Jane & Sue are the signatories). Jane is away in November and Sue also returns to NZ in November, so no cheques can be issued until December.

Frank reported that Carol is halfway through the process of setting up internet banking.

## 6. Bar Update and Price Review

The Chairman made the point that we need consistency on calculating bar sales. Frank Potter advised everyone to count what *is left* in the cupboard at the end of the night not try and work out what has been used. The list of stock is always kept in the lockable cupboard and needs updating at the end of each event.

The sale of wine was discussed. Is it wasteful to pour single glasses out of a full-sized bottle? Several people were keen on ordering smaller bottles for events other than Quiz nights. Frank Potter agreed to purchase a selection of smaller bottles for next season.

Bar Price review – prices might go up after October budget, so it was agreed to review these in January.

Confectionary and crisps have not been a huge success. The ice creams are due to go out of date by end of year so need to be used up at an event.

## 7. Safeguarding

Sue Pipe has created a small safeguarding leaflet with Zoe Horlock's phone number for putting in the hall. She reported that the overall recommendation on encountering a safeguarding issue is to keep notes but in reality, it is advisable to phone the official phone number, and not to promise that one can do anything. The Chairman thanked Sue and will laminate the leaflets in time for the Maker's Market.

## 8. Film Night/Big screen events

- The Fall Guy will be shown on November 1<sup>st</sup> and raffle prizes are coming from Juniper Barn and Lucy Mobbs, Architect.
- December film – after some discussion, the film *Swede Caroline* was agreed on for Christmas.
- Showing a personally owned DVD is not allowed for copyright reasons, but using free-to-air material is fine.
- Strictly Come Dancing Final. Saturday 14<sup>th</sup> December. Allowing for the interval between the dances and the results, it was agreed to serve food – baked potatoes and cheese. Lisa Eveleigh and Martyn Burnside will help on the night. Doors open at 6.30pm, £5 per ticket. Jane to advertise
- Jane Collins reminded Frank Potter more Corona was required.

## 9. Maker's Market, Saturday 26<sup>th</sup> October

- Setting Up - There are 13 tables to put up for exhibitors and also the tent. It was agreed to meet at 3pm on Friday to put this up. At least four tables to go in the tent, with a heater available if necessary. Frank, Lisa, Jane, Zoe, Sue and Stewart to help on Friday.
- Volunteers on the day - Lisa, Zoe, Sue, Cheryl and Jane. It was agreed to use paper plates and paper cups when appropriate and Jane Collins to supply paper napkins.
- £1 a ticket for the raffle.
- Cakes and sausage rolls to be supplied by Zoe, Jane, Sue and Cheryl.

## 10. Bookings

- New Pilates Class on Thursdays. There were 9 people in the first week and 11 in the second week. Contact for booking is Emma Hodson 07914 535448
- Xmas wreath-making on Saturday 7<sup>th</sup> December. 1pm to 4pm. Greenery will be needed – Jane & Zoe to source most of it. Zoe will look at sourcing straw

rings, wire and glue guns. Price to be £20 a head for a maximum of 20, to include mulled wine and mince pies.

- The Christmas tree light up will take place at the Village Hall this year on Sunday 8<sup>th</sup> December.

**11. Any Other Business**

- Our Christmas tree needs to go up before the Film Night on 6<sup>th</sup> December. This can be done after the Craft Club on 2<sup>nd</sup> December when committee members will be present.
- QR code for donations – Lisa is looking into this.
- Keep Fit – 12 people are attending this, and we will wait to see whether numbers remain adequate to continue after the trial period.

**12. Date of Next Meeting**

The date of the next meeting is Monday 2<sup>nd</sup> December at 7.00pm.

The meeting ended at 8.40pm

Lisa Eveleigh

Secretary

Signed by ..... **Chairman**

**Jane Collins**

