

## PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

### MANAGEMENT COMMITTEE MEETING

Monday 28<sup>th</sup> July 2025 at 7.00pm

### MINUTES

**Present:** Jane Collins, Frank Potter, Carol Potter,, Sue Pipe, Zoe Horlock, Martyn Burnside, Lisa Eveleigh.

#### 1. Apologies

Apologies were received from Cheryl Baldry and Joanna Saunders

#### 2. Minutes

The minutes of the meeting held on Monday 16<sup>th</sup> June 2025 were approved and signed.

#### 3. Matters arising:

- Insulation – this has now been successfully completed
- Possible grants – ESC has a Community Centre and Village Hall Improvement Fund which could pay 80% of any work costs. Views were sought by the Chairman. It was agreed the toilet facilities require updating and improving to provide a disabled toilet and baby-changing facilities. When we ran a survey on the Hall 26 people mentioned that the loos needed upgrading. It was felt that the existing space could be used more effectively. It was agreed that Jane would contact Sam Kenward to help with putting the grant application together and also sound out Len Chamberlain and Jonathan Lakin-Hall for quotes. Cllr Stephen Burroughes is another possible source of funding
- Snagging List – discussion
  - Repainting kitchen windows
  - Rubbing down the storeroom doors and repainting
  - Treating the kitchen worktops with silicon
  - Front doors – beyond repair. Both the front and kitchen doors need replacing and the front door should be insulated. This would require funding.
  - The interior Hall walls need repainting. There was a suggestion to have a ‘painting party’ but we would need a scaffold tower. Carol Potter commented that if we nibble at the list it would be easier to work around existing bookings. The Committee could do the kitchen together.

It was agreed to get quotes for replacing the front and back doors and that if the Hall was closed for the installation of new toilets then painting could take place then.

**ACTION: Jane Collins to make a grant application.**

- New Barclays Bank Account- see Treasurer's Report.
- Hall cleaning – Jane Collins thanked the Committee members who have been cleaning the hall. Frank proposed to carry on paying sick pay for another month in full and then to review this. The next date for cleaning volunteers is Wednesday 30<sup>th</sup> at 5pm. Zoe Horlock reported that the Hoover filter is clogged up and she would get a replacement from Hughes.
- Garden Tidy -Up. The hedges need cutting.

**ACTION: Jane Collins to ask Mark to do this in September**

Carol Potter asked if we could consider a frame for the Film Club banner with two poles to go above the hedge so that mounting the banner is not so dangerous.

- Website – some anxiety had been expressed about the security of the Peasehall website by the Parish Council. Lisa explained that she has her own password for this and operates it from her own personal email so it should not be possible to post to other sections of the website. There is also a separate WordPress website which is very out of date and needs deleting.

**ACTION: Lisa to ask Laurence Moss to take down the old website if he had created it.**

#### **4. Chairman's Report**

Jane had attended a Village Halls & Community Buildings Conference on 11<sup>th</sup> June. It was very informative with presentations from a Fire Safety Officer, District Council on future plan for bin collection, a talk on Devolution and local government reorganization, CAS on Good Trustee Recruitment and a media presentation from John Shreeve.

Jane informed the committee about a service from CAS called Suffolk Pro-Help. They can provide a variety of services and support, such as builders, handymen and other professional services.

Jane & Martyn met with John Shreeve to see how we could maximise the use of our audio-visual system. He recommended upgrading the projector and will email Jane a resume of what was discussed.

The cycle Tour of Britain will be coming through the Village on Tuesday 2<sup>nd</sup> September and if we run an event there is a grant of £100 available. However, as this is a weekday it was felt that helpers might not be available, and that people might not turn up.

#### **5. Treasurer's Report**

Since our last meeting we have had a very productive few weeks.

Income – Hall Hire £517, June Pop up Pub £118.36, Makers Market £483.94 (+£200 tables £683.94), Concert £124.86, June Film Club £31.11, July Pop up Pub £48.15 and a donation of £15.00. This totals £1338.42.

Outgoings – Electricity £39.01, Broadband £22.96, Cleaner £221.00, Insulation £4398.42, Bedding plants £21.93, Ant powder £4.08, Chopping boards £12, Cleaning materials £7.84, July Film made a loss of £48.56 and Annual Premises Licence £70. Total outgoings £4845.80

The accounts stand as follows.

Current Account	£25,780.93
Petty Cash	£707.28
Martyn Float	£50.00
Total	£26,538.21

Fram Broadband are increasing our monthly bill to £28 from August onwards.

The new Barclays Bank Account is now set up. I would like to open this with a cheque for £15,000. Once all Direct Debits, Square, Easyfundraising and regular hirers are notified of the new account, I propose that we close the Santander account using one last cheque. The reason I want to do things this way is that we will incur a charge for every cheque we deposit into the Barclays account. This was unanimously agreed. I will also notify hirers on their invoices that cash or bank transfers are the preferred method of payment.

## 6. Film Club

Martyn Burnside reported that the showing of WICKED was not a success (and table collapsed) but that he had higher hopes for BRIDGET JONES – MAD ABOUT THE BOY on Friday 1<sup>st</sup> August.

The Moviola licence has been worth trying but is expensive. He is investigating going back to MPLC to see if there is a licence they offer that does permit advertising. To make a profit we need 20 people paying £5 a time. We need to expand the reach of the Mailchimp list if possible – Jane has access to this – and put the Film Club email address on the website.

The possibility of selling the DVDs that the Hall has purchased in the past was discussed.

**ACTION: Lisa to put the film club email address on the website.  
Carol to purchase a few small tables**

## 7. Recent Events

- Pop Up Pubs in June and July. Well attended due to the hot weather with takings of £100 plus and £50 respectively.

- Maker’s Market – stall holders seemed generally pleased. It was hard work doing the refreshments, but we all worked well as a team and it was a great success
- June 29<sup>th</sup> classical concert made £129.

**8. Future Events**

- Private Bookings – Badminton, and a Bowls Club Fun Day
- Classical concert – 24<sup>th</sup> August. Lisa will get a poster from John O’Connor to put on the website
- Pop Up Pub – Friday 29<sup>th</sup> August.
- Quiz, 13<sup>th</sup> September. Stewart McCartney is happy to write the questions and will do a music round. Carol offered to organise the raffle; Jane will do the Ploughmans. Tickets will be £10 per person.
- Literary Festival, the weekend of October 25<sup>th</sup> and 26<sup>th</sup>. Lisa outlined the plans and will say more in the September meeting. Carol Potter & Frank Potter volunteered to help set up the Hall on Friday 24<sup>th</sup>, setting out chairs etc.

**9. Safeguarding**

A confidential matter was mentioned, and it was agreed to note it as something to be aware of.

**10. Any other Business**

Unauthorized overnight parking. It is a condition of our car-park lease, that we don’t allow this it was agreed to make a notice to put on cars.

**ACTION: Lisa to make a notice which Jane will laminate. She will also put something on the website.**

It was agreed to put inviting the Wilderness Wildlife Conservator on the next agenda as Joanna Saunders knows how to contact him.

**11. Date of Next Meeting**

The next meeting will take place on Monday 8<sup>th</sup> September at 7.00pm in the Hall.

The meeting closed at 9.10pm

Signed by.....  
Jane Collins, Chairman