

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING

Monday 2nd December 2024 at 7.00pm

MINUTES

Present: Jane Collins, Zoe Horlock, Frank Potter, Cheryl Baldry, Joanna Saunders, Martyn Burnside, Lisa Eveleigh

1. Apologies

Apologies were received from Carol Potter and Sue Pipe

2. Minutes

The minutes of the meeting held on Monday 21st October were approved and signed.

3. Matters arising:

- Curtains – after a revision to the design the curtain rails are now up. . Corinna Giles is making the curtains which will be red.
- Notice Board – Jane Collins has spoken to Tom at The Jobbing Builder – he is making it, and it should be with us in 2 weeks ‘time. The frame will fit two lots of A4 sheets in each window. Jane has requested that Peasehall Assembly Hall be sign-painted on this. Additionally, Jane thanked Martyn Burnside for clearing out the broken pane of glass on the existing board.
- Bingo – Lisa has drawn a blank in finding a replacement Bingo organiser but will keep trying.
- Outside drains – this will be carried forward to the next agenda as Jane has not been around to get a quote.
- Heveningham Hall grant – the last meeting of the grant-funding body was cancelled but they are now meeting on 18th December

4. **Chairman’s Report** – nothing to report other than under matters arising to report

5. Treasurer’s Report

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

Income – Maker’s market £280.01, Hall Hire £493, October film night £80.14 and a donation of £30 for the use of the gazebos. Total income £883.15

Outgoings – Electricity bill £64.74, Broadband £22.96, Annual Lottery Licence £20, Cleaner £111.49, Tent repairs, new tent pegs and printing £114.28 and curtain rails £400. Total outgoings £733.47

The accounts stand as follows.

Current Account	£42,176.62
Petty Cash	£1000.53
Martyn Float	£50.00
Total	£43,227.15

Please be aware that as the weather turns colder the electricity usage has increased dramatically, this month the bill will be £134.94. The only hirer whose heating cost is included is the Parish Council. All other hirers need to pay for the meters

A discussion ensued. Zoe Horlock asked which of the heaters use the most power, and it is the three at the ends of the halls and not the one in the middle. Cherly Baldry reported that Pilates people doing the Pilates class were freezing. The Pilates teacher has 12-14 attendees paying a fee so should be encouraged to put money in the meter. Zoe wondered if we should think about buying some oil-filled heaters and Frank Potter said he could bring one in for a week to test how generally and cost-effective it might be. The Life Class are bringing in our heaters and using our electricity. We could do a two-tiered hire system with or without heating included, but it might discourage hirers. Martyn Burnside said he had previously done some work on installing a new heating system and can pick that up again. Yoxford and Rendham Village Halls have panels installed which you can programme via Wifi. Jane said a lot of heat is going out through the windows and it might be better to insulate the ceiling and revert to that.

6. **Defibrillator** – Since the October meeting, Cllr Julia Ewart had alerted the Parish Council to a time-limited special offer of a defibrillator for the hall, at a cost £750. The Parish Council offered to share this cost, the balance of the total costs coming from London Hearts. In the Chairman’s absence, Lisa Eveleigh applied for the machine and as the fee needed to be paid immediately, the Parish Council kindly paid the full amount by BACS funding. The Parish Clerk will invoice the Assembly Hall for £375. The machine needs to be installed 4 weeks from delivery and the Chairman will contact the electricians Aaron Nobbs to fit the machine when it arrives. A

condition of the funding was that the machine be checked at regular intervals and Lisa Eveleigh said she would be responsible for this.

7. **Safeguarding** – nothing to report

8. **Film Night** – report from Martyn Burnside

- The next film is Suede Caroline, this Friday 6th December.
- Raffle prizes – a small panel of pargeting has been donated, as has a Christmas wreath made from fabric. An anonymous villager has given a hamper of 6 bottles of Whisky which will be used as raffle prizes on the night and in future.
- Film choices – Martyn has circulated the Moviola selections and asked for Trustees to email him with their top four choices.
- The Moviola licence comes up in April. We can't increase our door fees, Moviola is a charity too and struggling. But our door numbers are up. Jane asked if this is due to any particular reasons. It was agreed that this is probably due to the range of films we can now show, and a general building of momentum. Also, at Film Night people are actively participating whereas as the Pub Night is passive. We need to think about attractive events, such as themed nights, and perhaps a Games night. Games night came up again. Cheryl reported that Yoxford Village Hall recently had a pub night and would find out how successful it was, given that the King's Head has reopened.

9. **Makers Market – Review**

- Jane had emailed the stallholders asking for feedback – which was mostly positive. One suggested that all the stalls should be in the hall and the marquee used for refreshments only. It was agreed that there was a lack of buzz for stall holders in the marquee stall, and that next time we should close front door and use the side entrance. The free tea and coffee were appreciated. Another commented that October was too soon before Christmas, so next year we will do it in November.
- Zoe suggested we should do one in June as well but wonders if putting the marquee up is too much hard work, although we all now know how to do it, and the new pegs are an improvement. Jane said that if we used the marquee for refreshments then we could use her brother's space heater. It was also agreed that running the Maker's Market at the time we do is better than Earl Soham and Bruisyard's evening times.

10. Bookings - update

- Dancefit have ceased offering classes as the teacher is moving away.
- Clubbercise will be replacing them. The first session will be a free taster session on 3rd December.
- Fit Villages also stopping and Zoe commented that this may have been a pointless exercise, but Pilates is proving popular.
- Wreath making workshop on Saturday 7th December at 1pm. There are 15 attendees so far. Jane and Zoe will be supplying greenery and some decorations. Martyn Burnside noted there is some nice holly in the Cemetery.
- Strictly Final, Saturday 14th December. The BBC are showing this earlier in the evening than expected (5.58pm) but the flyer can be corrected for Facebook and around the village.
- Jane Collins will supply a chili con carne and bake potatoes for those wanting to eat.
- Over 70s Christmas Lunch - 31 people attending. Caterers provided by Peasenhall United Charities.
- Ward Quartet, Saturday 18th January 2025 at 3pm.

11. Any Other Business

- Martyn is unable to get access to the Facebook page to put Film Night material up. It may be because Carol Potter is set up as the admin manager, and Frank will ask her about this.
- Prizes for raffles from local businesses. It was agreed to approach the Ox Café, and Juniper Barn for vouchers for coffee & cake or breakfast. There was a discussion about whether local farmers could be approached, but it didn't seem feasible. Juniper Barn - voucher.
- Frank Potter said there were 9 out of date beer bottles and Jane said she would buy this at £1.20 a bottle. .
- Eddie Bathgate of Save our Swifts had driven past several times and not seen any swifts (though we do have some) and would donate a calling system for our boxes. Martyn said he is happy to pursue this as he thinking of starting a Peasenhall Swifts Group.
- Village Christmas Tree Light up 5pm on Sunday, 8th December. The Parish Council have hired the hall and will cover the cost of the heating.

12. Date of Next Meeting

The date of the next meeting is Monday 20th January at 7.00pm.

The meeting ended at 8.15pm

Lisa Eveleigh

Secretary

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

Jane Collins