

PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING
Monday 23rd October 2023 at 7.30pm in the Hall

MINUTES

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

1. Apologies: Carol Potter, Frank Potter

2. The Chairman welcomed Cheryl Baldry and a short discussion of the role of the Trustees ensued. The main responsibility is to ensure that the Hall is kept well maintained, offers a good service to its users and residents and manages the finances carefully.

3. Minutes from previous meeting held on 25th September 2023

Agreed by the committee as a true and accurate record.

4. Matters Arising

a) The Chairman thanked Amanda for all her work on publicity and marketing over the last month.

b) The Chairman expressed the Committee's grateful thanks to Carol Potter for her time as Chairman and asked for this to be minuted.

c) Aaron Nobbs carried out a full electrical assessment on Monday 16th October. This needs doing every five years. Some issues had arisen, but a full report will be coming. The Chairman said it was a very thorough assessment and that it is important to follow the advice given otherwise the Hall's insurance could be invalidated.

d) Renovations/snagging list. Trevor Mc Kenzie Stephens could not come last week but has nearly finished making the swift boxes and will be installing them on Thursday 26th. He will continue painting the eaves. The window frames and the doors of shed still need painting. The scaffolding will remain in place until the end of November. The toilet roll holders need to be moved as a new lock is required on the men's toilet. Otherwise, the work inside is completed.

e) Positive Peasehall. There is a balance of £693.86 to be spent before December 31st. Of this, it is proposed to pay

- £80 to Laurence Moss for filming equipment.
- £350 to Cold Steel Rail for the event in December
- £100 to Black Deek Band
- The balance of £163.56 could be used to pay for a TV licence (£159)

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Sue Pipe commented that it was Carol's view that a TV licence should only be applied for immediately prior to an event otherwise an amount might be wasted.

5. Chairman's Report

1) Grant Application Update.

- a) The Parish Council has granted the Assembly Hall £2400 towards renovations.
- b) Adnams have turned down a request for a grant towards the new path to the front entrance.
- c) An application is being made to the East Suffolk Rural Business and Community Hub for 80% of the cost of internal insulation ie £19,400.80 of the quoted £24,281.00
- d) Lucy Mobbs and Ian Hall are advising on the correct materials for internal insulation.
- e) Laurence Moss is again getting thermal camera and the Chairman has requested a visit to the Hall with this equipment. Given that the Hall needs to be warm for this, Zoe Horlock suggested getting Laurence to come to the Maker's Market on November 18th.
- f) The Chairman said that the electrical inspection revealed that the ceiling space is not fully insulated.
- g) It was recalled that Cllr Stephen Burroughes had said at a Parish Council meeting that grants are available for Wifi and Martyn Burnside said there should be an East Suffolk locality grant available to cover the costs of this.

ACTIONS:

Martyn Burnside to invite Laurence Moss to the Maker's Market

Jane to investigate insulation grant.

Jane to contact Stephen Burroughes re Wifi Grant

2) Health and Safety Policy

A draft Health and Safety Policy was circulated with the agenda. The Chairman suggested that there should be an accident book in the Hall, and also a booklet for users of the Hall to read when they arrive, with relevant guidance and saying where the defibrillator is.

ACTION:

Sue Pipe volunteered to read the Policy and take the appropriate action.

6. Secretary's Report

Nothing to report.

7. Treasurer's Report.

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Since our last Committee Meeting

Income is as follows: Hall Hire is £20, 3 x Makers Market deposits at £30, Pop up Pub £26.02, Film night £87.20 and a donation of £20. This totals £183.22

Outgoings: Paint at £136.20, Electricity bill of £41.63, Cleaner and materials £95.02 and Ink £64.47, this totals £337.32

The accounts stand as follows:

Current Account	£43,670.02
Petty Cash	£324.56
Float with Martyn	£50.00
Total	£44,044.58

8. Bookings

a) Previous Events

- The last Pop Up Pub was not a success
- The Film Club made £100.

b) Future Bookings/Events

- Frank has offered to run the Pop Up pub on 27th October. It was agreed to ask for suggestions of how to run this from attendees on the 27th October and to put up a blackboard of future events
- Film Club – November 3rd. 'What's Love Got to do with it?'
- Maker's Market 18th November
- Spiritual and Personal Development Workshop – 25th November
- Private Booking on New Year's Eve – the Thickett family
- Film Night – 1st December – Love Actually was suggested.
- Extra event – The Muppets' Christmas Carol possibly on 2nd December in the afternoon

ACTIONS

Martyn to book films for 1st and 2nd December

Christmas Tree to go up in the Hall on Wednesday 29th November at 3pm.

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9. Maker's Market – Final Planning

- Amanda circulated laminated posters for distribution and locations for these were discussed.
- It was agreed to meet at 6pm on November 17th and organise tables, chairs and put up bunting.
- Refreshments: The Chairman suggested hot dogs, burgers, bacon butties, tea, coffee, hot chocolate with marshmallows and cakes (to be provided by members of the Committee. Prices to be:

Tea 50p

Coffee £1

Hot Chocolate £1

Hot dogs, burgers, bacon butties: £2.50

Cake – flags with prices

ACTIONS

Meeting at 6pm on November 17th

Cakes to be provided.

10. Peasehall Survey Results

All agreed Sue had done a fantastic job with the survey and a lot of useful information had been gathered.

Many residents enjoy coming to functions at the hall, several commented how cold it is in the winter. Evident that toilets need upgrading, improved disabled access, improved kitchen facilities and some would like an extension. Several comments about poor drive sand carpark surfaces.

This information will help support further improvements / grant applications.

11. Future Events

Open discussion on types of events we could possibly hold in the future which would encourage different elements of the community to attend. Suggestions:

- Line Dancing (Lisa to investigate)
- Karaoke (Cheryl)
- Quiz – March & Sept, possibly with some food
- Continue with Pop up Pub, but with a theme / food / open mic (get suggestions from upcoming pub night)
- Guest speakers – eg U3A (All to think about)
- Table tennis tables (Jane)

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Film Club

Discussion on how well film club does and how we can improve the numbers. Obtaining a Licence would allow us to advertise but could be costly and there are various options.

(Westleton must have 35 people attend to cover the cost of the film)

Action. Martyn to investigate.

Possible co-operation with Parochial Church Council - to be discussed at next meeting

12. AOB

Zoe: Informed the committee that the Parish Council will be turning on the Christmas Tree Lights on at the Knoll on Friday 7th December and suggested everyone came back to the hall for mince pies and refreshments. The bar would also be available. All agreed this was a good idea.

Amanda: When searching for Peasehall village hall, the old website often comes up which can be confusing. Lawrence set the original website up and it was suggested that Lawrence was kindly asked if he could deactivate the account (Martyn to speak to LM)

13. Date of next meeting: Monday 27th Nov 7.30pm

The chairman thanked members for their attendance and closed the meeting at 21:00 hours.

Minutes agreed: _____ (Chairman)