

# PEASENHALL ASSEMBLY HALL

Registered Charity Number 304808

MANAGEMENT COMMITTEE MEETING  
Monday 15<sup>th</sup> January 2024 at 7.30pm in the Hall

## MINUTES

**Present:** Jane Collins (Chair) Lisa Eveleigh (Secretary), Sue Pipe. Martyn Burnside, Zoe Horlock, Amanda McGregor, Frank Potter, Carol Potter (Treasurer)

1. **Apologies:** Cheryl Baldry

2. **Minutes from previous meeting held on 4<sup>th</sup> December 2023**

Agreed by the committee as a true and accurate record.

3. **Matters Arising**

- Report from Nobbs Electrical has been received. JC has requested a quote.
- Info Folder. FP to do instructions on how to operate heaters, JC to do intro, committee members, in case of an emergency, SP to provide booking form / conditions.
- JC & ZH have met with Lydia Mckenzie to discuss curtains. CP concerned of fire risk so agreed we need to undertake a fire risk assessment. **JC to find a company to undertake this.**
- Shared calendar (Time Tree) now in action.
- CP to purchase some games with PP money

4. **Chairman's Report**

- **Grant application update**

- i. JC has contacted Sam Hyde who is happy to assist with grant application. Martyn recommends we involve Parish Council to add weight to our application.
- ii. We have secured 2k from Lord Belstead Trust to go towards path and insulation costs.

- **H&S Policy**

- Still work in progress. Concern it may be too detailed eg all electrical equipment to be pat tested before used at the hall
- Trevor will be doing some additional insulation work (around doors and window above main entrance).
- Hedging to be planted in space between grass and neighbouring garden **JC to source.**
- Nice Touch Landscapes had been to have a look at laying path. Quote to follow.
- Website needs updating. Minutes to be added plus events and any updates. **FP and SP to work on this together. Frank has login details**

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## 5. Secretary's Report

- a. LE has found someone who can do a one-off line dancing session. **LE to find out cost, approx. numbers required and potential dates.**

## 6. Treasurer's Report.

Since our last Committee Meeting

Income is as follows: Hall Hire is £220, Cold Steel Rail event £209.44, Film Club December 30.92, Film

Club January £81.71, Bingo donation £151.75 and donations from 2 Pop Up Cafes £20. Total income is £713.82

Outgoings: Electricity December £100.56, Electricity January £147.20 (£247.76 for 2 months). Cleaner £176, Aaron Nobbs Electrical £480, Trident Fire £83.70, Grab rail £12.52, Locks for ladies

loos £21.96, Trevor for fitting locks and grab rail £80 and cleaning materials of £76.21. Total outgoings are £1,178.15.

The accounts stand as follows

Current Account £43,675.28

Petty Cash £507.19

Float with Martyn £50.00

Total £44,232.47

## 7. Bookings

- a) No events since last meeting.

### b) Future Bookings/Events

JOC has organised string quartet to play 26<sup>th</sup> January.

Film Club 2<sup>nd</sup> Feb and then every 1<sup>st</sup> Friday of the month

Pop up Pub to recommence 26<sup>th</sup> April and then last Friday of every month. Discussion on merits of buying directly from Adnams & Aspalls. **FP to send approx. sales & prices to JC**

## 8. Future Events

### Film Club

MB has contacted MPLC to cancel contract and we will then move over to Moviola. Agreed to set up a subcommittee to pull everything together **MB to organise.**

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Both store areas need a complete spring clean – Sunday 25<sup>th</sup> February.

**Jumble Sale:** Saturday 30<sup>th</sup> March. Also put on refreshments and cake sale

**Quiz night:** Saturday 20<sup>th</sup> April.

**Food and music by Thicketts:** Saturday 18<sup>th</sup> May

**Makers market:** Saturday 15<sup>th</sup> June

JC to inform Jan Belton (Sibton Church) of our dates so we don't clash.

SP to look at dates to live stream such as FA cup final, Wimbledon, Grand national.

## 9. AOB

None

## 10. Date of next meeting: Monday 12<sup>th</sup> February 2024 at 7.30pm

The chairman thanked members for their attendance and closed the meeting at 21:30 hours.

Minutes agreed: \_\_\_\_\_ (Chairman)