

PEASENHALL ASSEMBLY HALL
Registered Charity Nuber 34808

MANAGEMENT COMMITTEE MEETING

Monday 12th February 2024 at 7:30pm

MINUTES

Present: Frank Potter, Carol Potter, Zoe Horlock, Jane Collins (Chair) Martyn Burnside, Cheryl Baldry, Amanda MacGregor (Sue Pipe unable to attend due to signal)

1. Apologies: Lisa Eveleigh
2. Minutes of previous meeting held on 15th January 2024
Agreed by the committee as a true and correct record.

3. Matters Arising

Aaron Nobbs - Basic work £1,560 plus VAT. Also RCD Control £540 should be replaced.
Frank advised that some of this work has already been carried out – Frank advises that the RCD has been replaced in the past. **JC** to check as when it was replaced before it tripped the heaters.
Water heater in gents toilet is not working – would need to get a plumber in to rectify. According to Health and Safety we need to supply hot water. **Needs to be investigated once current heater disconnected.**

Agreed that Aaron Nobbs be given the go ahead to carry out the works. **JC**

Whilst they are dealing with the electrics in the gents toilets, please could they put a new light in and also put two motion detected lights outside the hall.

Info folder – Jane made a good start to the folder – contact details are in there as well as details of where the defibrillator is located. Jane has also laminated a copy and will place on the notice board. Agreed that Contact numbers for Chair, Treasurer and Bookings Secretary need to be provided but other committee members details need not.

Jane has found a company to do a full Fire Risk Assessment – Safety Boss £420 including VAT. Booked for 28th February.

Shared Calendar is working.

CP hasn't purchased any games yet

JC has purchased some hedging plants – which will go in shortly.

LE not present so unable to update on the progress of one-off line dancing session.

4. Chairmans Report

Paving – Paving samples provided by Landscape company were a bit bland and also, it was felt not suitable for the older generation. JC and AM had taken a visit to Huws Gray in Halesworth and had chosen a different slab which they felt better suited the purpose. A sample was presented and all agreed that this was a better option. Price awaited from Huws Gray.

E.V Charging Points – JC advised that the company pay for everything to put the electrics in and we share the revenue. JC thinks that Mark (husband) may be able to do the ground works. MB asked if there were any rental fees included – **JC** thinks no but will investigate. CP commented we will have to ensure that any cars that are charging are on the PAH land (to avoid conflict with car park rental agreement). FP asked if we were single phase and how long would it take to charge a car. **JC** to make relevant enquiries about questions raised but it was agreed that provided these were satisfactorily answered, we should proceed.

Dance Fit – JC advised that a meeting had been held in the hall with a lady who currently doing a class in Halesworth. Frances would like to start a class on Tuesday 5th March - £5 a session – 6pm – 7pm. There will be 13 to 15 people per session. We are charging £15 per hour. This will be a regular weekly event.

CP and FP agreed that we need to look at reviewing the hirers charge as they haven't been reviewed for years.

5. **Secretary's Report** – Nothing to report

6. **Treasurers Report**

Since our last Committee Meeting:

Income is as follows: Hall Hire is £20, Donation for path from Parish Council £2400 and Quartet evening £173.61. Total income £2593.61

Outgoings: Cleaning costs £88, British Gas £80.39 and Printer Ink £46.82. Total outgoings £215.21

The accounts stand as follows:

Current Account £45,926.89

Petty Cash £633.98

Float with Martyn £50.00

Total £46,610.87

CP provided 3 spreadsheets that she had prepared – the first compared outgoings over the last 8 years. The second showed the costs of improvements and repairs during 23-24. The third showed the income from the film night over the last year.

CP looking at Santander to see if we can do BACS – this would cost too much, they have said that electronic/online banking is the solution. CP still waiting to hear from them as she has to speak to a different department. ZH asked if we had a savings account as we have a good amount currently just sitting in the bank account – CP is to look into it.

7. **Film Club**

The last licensee has put the invoice on hold. They have not provided any reason why they have rejected the request to leave them – MB not received any communication from them. MB now proceeding with Moviola. Next film is Oppenheimer – starting at 7pm and to have a 10-minute break (the film is over 3 hours) April film – The Old Oak. Moviola deal in 4-month chunks so have only provided film choices until the end of April. Going to try and sell a few ice creams and popcorn.

MB said about buying some small tables – CP thinks that she may be able to source some – she will send a photo through. These are small stackable ones. Alternatively, ZH has some card tables.

Raffle – MB would like to ask local businesses if they are prepared to offer a raffle prize once a quarter. Promote the business via the advertising leaflets. Maximum of 4 prizes per raffle. £1 per ticket. MB to try and then advise if it was well received or not.

Entrance charge – keeping as a donation.

8. **Future Events – Planning**

We need to decide dates for the Summer Party and also the November Makers Market. JC advised that speaking to a few people the 'big screen' events created good interest.

Sat 30th March – JC already has quite a good selection of goods. Some goods will need to be priced, others it will be everything on this table for £x.

Sunday 25th Feb – clear out of the loft area – 9:30. JC to ask Mark to bring the bucket down for any rubbish. CP advised that there were boxes of costumes from the W.I - CP to contact Sue Norrington to ask if the W.I wish to have it, if not to contact Sue from Circle 67.

Saturday 13th April – Grand National – find out what Channel it is on. JC to enquire about the T.V licence and how it would be screened. Sweepstake and bar and sausage rolls.

JC – if we buy popcorn and chocolate bars for the film club then they could also be sold at these events. Start Small and see how they sell.

Sat 20th April – Quiz Night – LE was to speak to a Stewart as the Quiz Master. JC advised that we did also say we would do food. This to be discussed at a future date.

Saturday 18th May - Bangers, jackets, bean and cheese?

Saturday 25th May – FA Cup Final – Real Ale in a small keg?

Saturday 15th June – Makers Market – JC to update the application form and send over to AM.

Sat 13th – Wimbledon – Pimms/Strawberries & Cream/Scones

Sat 14th September – Last Night of the Proms on the Big Screen

Summer Party? It was too long last year and it was a lot of effort. £1,009.35 taken. We had positive Peasenhall money that paid for the Punch and Judy. Cold Steel Rail had offered to come and play for free. However, it was unanimously felt that we should not hold a Summer Party as we had plenty of other events planned for this year.

CP asked if we shelve the idea of a band on a Saturday Night as the village don't seem to want to turn out for a Saturday Night. The committee unanimously agreed on this.

16th November agreed as the date for the Makers Market 10am – 3pm. We have 5 definite stall holders confirmed.

9. Any Other Business

Dartboard – We would need to buy a mat and it could hang on the wall. Need to look at how we can affix it to the wall.

ZH – Litter Pick – 9th March with tea and coffee at the beginning and the end – Parish Council to Hire the Hall. 9:30 – 12:00 £30. Litter pick from 10am.

Apple tree has to be pruned – ZH and JC will co-ordinate. Also hedge to be planted.

Grass cutting – Bowls club have in the past offered to lend us their lawnmowers. JC to look into it. Will have to be cut regularly.

10. Date of Next Meeting – Monday 18th March 2024 at 7.30pm

The chairman thanked members for their attendance and meeting closed at 09:21pm

Minutes agreed:
(Chairman)
