

MANAGEMENT COMMITTEE MEETING

Monday 18<sup>th</sup> March 2024 at 7:30pm

**MINUTES**

Present: Frank Potter, Carol Potter, Zoe Horlock, Jane Collins (Chair), Cheryl Baldry, Amanda MacGregor, Lisa Eveleigh (Secretary) Sue Pipe (via zoom).

**1. Apologies**

Martyn Burnside

**2. Minutes of previous meeting held on 12<sup>th</sup> February 2024**

Agreed by the committee as a true and correct record.

**3. Matters Arising**

- a) Aaron Nobbs will carry out the agreed electrical work on from April 8<sup>th</sup> to the 10<sup>th</sup>.
- b) Darts Board. Carol Potter reported that a cabinet for a darts board would cost upwards of £50 and a mat at least £100 and it was agreed to not progress with this.
- c) Games: Carol Potter has purchased Bananagrams, dominos, draughts and two other games. Jane Collins reported that some games have been donated to the Jumble Sale so those could be looked over.
- d) The hedging plants purchased by Jane Collins were planted and have started sprouting.
- e) Plug in Suffolk EV Charging Points – these will be single phase points of 7 kilowatts, taking 3 – 7 hours to charge.
- f) Santander Internet Banking – this is in hand but no further progress.
- g) Following the clear out of the loft/attic, there are costumes belonging to the WI including a number of hats. Carol Potter had contacted Sue Norrington to see if they wanted them and they don't. Circle 67 (drama group) might want them. Zoe Horlock said that her mother does costumes for this group, and she would ask what they might want, and the rest can go to a charity shop. Pat Poulter would like the hats.

**4. Chairman's Report**

- a) The path is now complete. The cost was £384 for the slabs, £3,800.33 for Nice Touch Landscapes and approximately £40 for edging bricks (still awaiting invoice). Funding came from the Parish Council (£2400) Lord Belstead for the path and insulation (£2000) and from the East Suffolk enabling Budget via Julia Ewart (£1000) a total of £5400. The remaining £1100 to be ringfenced and used for insulation as per the Lord Belstead grant application. 40% of the Hall's heat is going out through the walls and 60% through the roof so we should pursue loft insulation / curtains /secondary glazing of front window above front door / fire door next to kitchen. Any insulation is a bonus. **JC to contact Trevor re quotes and options.**
- b) The apple tree has been trimmed.
- c) The outdoor tables need to be treated with a preservative, and the disabled parking spaces need remarking. There is yellow paint upstairs in loft and **FP offered to do this.**
- d) The hedges around the car park need trimming at some stage.
- e) Bottle-bank – could we delineate space for bottle banks?
- f) Jane Collins is organising a plumber to install a hot water heater in the Gents' Loo and getting two quotes

- g) There was a note in the Suggestion Box for a First Aid course to be held in the hall. East Anglian Medical care run these for a maximum of 12 people. Sam Kenward said there may be money available for ESC to fund some of this. It would probably cost around £550-£580 for the day but divided by 12 this is good value. Jane is going to ask the Parish Council if they are prepared to support this and also Peasenhall United Charities. It was agreed the Hall could be provided free of charge. **JC to enquire.**
- h) Dance-fit –11 people attended in the first and second week. The fee is £5 per class per person.

### **The Fire Risk assessment by Safety Boss**

This took place on 28<sup>th</sup> February and was generally a favourable report as follows.

- a) One of the kettles didn't pass the Pat Test. **LE will descale the kettle within the week.** Then we can retest If pat test fails it will need to be replaced
- b) Recommendation 7: **FP will replace older light bulbs in mezzanine and 1<sup>st</sup> floor spaces with LED bulbs.**
- c) Recommendation 8: To provide a sand bucket for smokers **JC will purchase an aluminium bucket.**
- d) Recommendation 9 1: To place dummy CCTV cameras at the front and rear of the building. **FP to look at prices for fake cameras.**
- e) Recommendation 9 2: to chain or enclose the bottle recycling bins. We can't agree to this.
- f) Recommendation 10: That the older stored heaters should be removed. It was noted that these are locked away and only the Trustees use them though **JC to organise PAT testing.**
- g) Recommendation 12: To consult a lightning protection specialist about the risk of lightning strike. It was agreed not to do this.
- h) Recommendation 13: That paint and COSHH products should be stored in a metal cabinet. **CP to action this**
- i) Recommendation 14: Obtaining copies of risk assessments from all contractors. It was agreed to do this when applicable.
- j) Recommendation 18: Painting the main entrance steps and the side exit with a yellow line to make a slip/trip less likely. **FP will do this.**
- k) Recommendation 19: Inspecting the Exit Doors weekly or monthly and recording this. **JC to action this**
- l) Recommendation 22: to test smoke detectors weekly. **JC to action this.**
- m) Recommendation 27: to provide an e-learning course for key staff/cleaners. **CP will look into this.**

## **6. Secretary's Report**

Lisa confirmed that Stewart McCartney will be providing the Quiz for April 20<sup>th</sup>. Sets of 8 questions plus a sheet on each table. FP and CP will run the bar and JC will provide chili con carne and baked potatoes, and ZH will make a vegetarian option. Tickets will be priced at £7.00.

## **7. Treasurer's Report**

Since our last Committee Meeting

Income is as follows: Hall Hire is £64, 2 x Makers Market deposits £20, Feb film night £86, March film night £25.90. Total income £195.90

Outgoings: Cleaning costs £88, British Gas £82.15, fire extinguisher service £48.60, Anglian Water £134.84, slabs for path £384, hedge and plants £56.40 and Fire risk assessment £420. Totals £1213.99

The accounts stand as follows:

Current Account £47,066.96

Petty Cash £385.88

Float with Martyn £50.00

Total £47,502.84

CP said that £7500 is due out this month.

## 8. Film Club Update

- a) Film Night takings: Donations: £98.20. Moviola take £30%, plus a booking charge of £53.90 including vat. Postage is £6.25. We made £50.49 before costs, so bar / confectionary sales and raffle are going to be crucial if we are going to make a financial success. The variable quality of the raffle was discussed, and Martyn is looking into this.
- b) CP showed a small table possibly suitable for film night but **AM and ZH will also research, ZH to provide some and then review.**
- c) AM said we need to think 3 months ahead for forthcoming films and advertising strategy. **JC to discuss with Martyn**

## 9. Jumble Sale – Final plans for Saturday March 30<sup>th</sup>

**AM to advertise on Facebook and to say that donations of jumble and cake can be made on Friday 29<sup>th</sup> 2-4pm when people will be setting up.**

**LE to promote in Bruisyard.**

Volunteers to meet for preparation at 2pm on Friday 29<sup>th</sup>.

It was agreed that as some of the higher-value items should go in a “Premium Corner” and that there should be separate tables for Children’s Books, Clothes, Toys etc, adult clothing.

Carol will organise and co-ordinate payment set up / floats etc

CP suggested keeping the doors locked until 10.00am to avoid a stampede. **CP to source stickers for items.**

CP said that her friend Alison, who runs jumble sales in Yoxford, will take any unsold items.

## 10. Future Events

Friday 5<sup>th</sup> April – Film Club

Friday 13<sup>th</sup> - Grand National – TV Licence – JC getting it – and **JC will run through with the operating system with Laurence.** The bar will be open and tea, coffee, confectionery and crisps will be served **JC and Cheryl to price sweets and crisps. JC to buy peanuts.**

Saturday 20<sup>th</sup> April – Quiz.

**LE, JC, ZH CP and FP to set up from 2pm on the day. CP to buy pencils and there will be a raffle. CP will organise the raffle prizes.**

**Frank & Carol will run the bar**

**JC to provide chilli / baked potatoes and Zoe to do a veggie option. Cake for dessert**

**Frank to organise small gifts for winners.**

Pop Up Pub – 26<sup>th</sup> April

JC asked about review of bar prices, and FP reported this had been done recently. It was agreed to start charging for mixers and to stock Bacardi.

## Hall Hire

FP had prepared a proposal for increasing the Hall Hire Fees which he circulated. It was agreed to raise these from £10 to £12 per hour or £10 for regulars. This was unanimously agreed. **FP to update website.**

**11. AOB**

CP had had a request for a girl to use the hall for inline skating. This was discussed and it was agreed that this might damage the floor, risk attracting others, and present a Health and Safety issue so it was agreed not to grant this request.

**12. Date of Next Meeting**

The date of the next meeting was agreed as Monday 13<sup>th</sup> May but there also needs to be an AGM.

Lisa Eveleigh, Secretary

Signed by.....  
Chair