

Peasenhall Assembly Hall Trustees Meeting

Registered Charity Number: 304808

Minutes of the meeting held on: 20th August 2018

Meeting opened at:- 7.30 p.m

Meeting closed at:- 8.40 p.m

Present: John O'Connor, Frank Potter, Carol Potter, Amanda Owen, Vanessa Wilkinson, Jacqui Cawkwell-East, Laurence Moss, Geoff Cadman, Chris Cox, Kath Hamilton, Marion Forsythe

Apologies: Gracie Whiting

Tracey Short did not attend the meeting.

Election of Officers:

VW- has printed a copy of the Charity Commissions 'Guidance Notes for New Trustees,' which is now held on file for new members.

VW circulated a short version of the full document to new members.

Tracey Short did not attend the meeting so her role as a Trustee has not yet been confirmed.

Minutes of the last meeting (2.7.2018)

One correction was made to the minutes- the WI are not organising the WW1 dinner / celebrations, these are being organised by the Parish Council and the WI are supporting the event. The reference to the WI was scratched from the minutes and the alteration was signed and dated by FP.

The minutes, with the correction, were approved by the Trustees and signed by FP

The Chairman's Report

Car Park Lease: The solicitor for the last car park lease agreement have ceased business and the solicitors who have taken over the practice are struggling to find documentation relating to the lease contract.

VW provided FP with the Trustees file containing all the documentation the Trustees hold relating to the lease contract.

FP informed the Trustees that the solicitors appear reluctant to act for both parties, (the previous solicitors (HT Argent & Son) had acted for both parties involved in the lease agreement) FP indicated that this could impact on the costs of drawing up the new lease agreement as a second solicitors may need to be appointed to act on behalf of either the Trustees or the land owner.

FP asked the Trustees to approve funds for the lease agreement to be drawn up without having to seek permission through another Trustees meeting.

KH proposed that the Trustees agree to the funding of the lease agreement – the Trustees agreed.

CP commented that the new lease agreement should run for the three-year period from the date of the new lease agreement and not be backdated. The Trustees agreed.

Coffee Caravan: the Community Coffee Caravan has been on the Peasenhall Assembly Hall site since the last Trustees meeting.

JO'C ensured that the hall was open during their time on site to allow access to the toilet facilities. The project has asked, via JO'C, if they can use the hall to provide 1:1 meeting opportunities for people who are accessing the Coffee Caravan.

The Trustees agreed.

 *JO'C to take the decision back to the organisers.*

Secretary's Report:

VW contacted John Horn from **Thriving Community Buildings**- about progressing grant applications for an extension to the PAH. John Horn was unable to attend the meeting but suggested either a teleconference or for some of the Trustees to meet with him at his office in Ipswich.

After discussions it was agreed that:-

 *JO'C would draw up a spec detailing what the Trustees are seeking to achieve (20sq m extension to include a disabled toilet, storage and a better entrance) and this would be used to further more focused discussions with John Horn in terms of pursuing funding.*

The Treasurers Report

Income since the last meeting	£328.00 (Hire of the Hall)
Outgoings since the last meeting	£ 70.00(Alcohol licence)
	£176.00 (Cleaning)
	£ 26.28(Cleaning Materials)
Total	£272.28

Current Account	£26,622.46
Petty Cash	£ 337.92
Total	£26,960.38

CP informed the Trustees that the halls 'cheap rate' electricity contract with EON is due to be renewed by the end of September 2018.

 *CP agreed to search some of the comparison web sites to see if there are any cheaper tariffs with other providers.*

JC-E suggested looking at the site "Look After My Bills"

Trustees agreed that if no cheaper tariff could be secured then CP should renew the contract with EON.

Outstanding Actions from the last meeting:

- ✚ JO'C to generate a guidance sheet for event management to help identify 'step by step' tasks that need to be completed, including 'text' about events to be submitted for entry in the Yoxford Fisherman.
- ✚ FP to investigate establishing a 'shared calendar of events' to help the distribution of tasks across the Trustees group.
- ✚ FP to register the Peasenhall Assembly Hall Charity with one or more of the fund raising web apps e.g Amazon "Smile".

Future Events

The classical concert by the Quartetto Famiglia on August Bank Holiday Monday (27.8.2018)

JO'C commented that ticket sales were currently slow. To 'break-even' the event needs approximately 30 attendees (at the time of the meeting there were 12/14 confirmed ticket sales)

Tickets for adolescents are being charged at half price.

Causeway Event – This event has been postponed until summer 2019

11th November 18- the assembly hall will be used to host a WW1 dinner.

September Quiz Night- date confirmed as 21st September. CC is away on that date but will provide the questions. JO'C agreed to be the question master, CP & FP agreed to run the bar.

Film Nights will start again in October 18, films will be screened on the second Friday of each month except in November when the screening will be on the 9th of November. (The showing will be a WW1 related film to compliment the WW1 comemorations)

- ✚ *Outstanding task: CP agreed to contact regular hirers to ask if they would like their events advertised on our "Facebook" page*

Matters Arising:

There was no further information relating to the use of the Hall as an Emergency Rest / Response Centre (see minutes of the meeting 10.4.2018 & 15.4.18)

Keith Fawkner has indicated to JO'C that he will be in contact about progressing this project as soon as he has completed his current work- load.

- ✚ *Trustees need to revisit this action at the meeting 20th October 2018*

Safeguarding: The policy has been uploaded onto the PAH website.

A statement about safeguarding is to be included in the hall's hiring document- the statement has been passed to CC to be included in the PAH hiring document. VW had no points for discussion.

GDPR- the GDPR statement has been upload onto the website

AOB

CC provided a draft copy of the PAH hiring document for consideration.

- + VW, FP to review and comment
- + VW to provide CC with the 'safeguarding' statement and the Data Protection policy so that relevant details can be included in the hiring document

It was brought to the attention of the Trustees that some of the boards on the outside of the hall, close to the front entrance had become loose.

- + KH offered her ladder so that the area can be accessed.
- + JO'C offered to fix the boards back in place.

It was noted by the Trustees that some areas on the outside of the hall are in need of attention /re-decoration.

- + It was agreed that a review of the external condition of the building will be undertaken in the Spring 19

MF commented that a number of the chairs were looking grubby.

- + It was agreed that Trustees would meet on the morning of the 20th October to steam clean the chairs and look at any other areas of the building that need attention and also to put up the Marquees to ensure they have been aired and cleaned before being repacked and stored.

- + JO'C has provide AO with the A3 printer and laminator.

- + It was agreed that VW would circulate a Trustees contact information list to the group with the minutes of this meeting.

Documents and Reports

There were no new documents / reports to discuss

Actions:

- + JO'C to draw up a spec of what the Trustees are seeking to achieve in terms of an extension to the building (20sq m extension to include a disabled toilet, storage and a better entrance for the rear of the property) This spec will be used to further discussions with John Horn in terms of pursuing funding.
- + Outstanding -JO'C to generate a guidance sheet for event management to help identify 'step by step' tasks that need to be completed, including 'text' about events to be submitted for entry in the Yoxford Fisherman.
- + Electricity contract renewal- CP agreed to search some of the comparison web sites to see if there are any cheaper tariffs with other providers, if not then to renew the contract with EON.
- + Outstanding -FP to investigate establishing a 'shared calendar of events' to help the distribution of tasks across the Trustees group.
- + FP to register the Peasenhall Assembly Hall Charity with one or more of the fund raising web apps e.g Amazon "Smile".
- + Outstanding- CP agreed to contact regular hirers to ask if they would like their events advertised on our "Facebook" page

- + VW, FP to review and comment on the draft PAH hiring document provided by CC
- + VW to provide a 'safeguarding' statement and the Data Protection policy to CC so that relevant details can be included in the PAH hiring document
- + KH to provide a ladder so that JO'C can fix the external boards back into place on the front of the building.
- + It was agreed that a review of the condition of the building, externally, will be undertaken in the Spring 19
- + It was agreed that Trustees would meet on the morning of the 20th October to steam clean the chairs and put up the Marquees to ensure they have been aired and cleaned if necessary.
- + JO'C to inform the 'Coffee Caravan' project that the Trustees have agreed to them using the hall for 1:1 meetings on the days they are on-site.
- + VW to circulate a Trustees contact information list to the group with the minutes of this meeting.

Date, time and place of next meeting:

The next meeting will be on the:

8th October 2018 – 7.30p.m in the Peasenhall Assembly Hall

Signed by The Chairman :

Frank Potter.....

Date