

**Peasenhall Assembly Hall  
Trustees Meeting**

*Registered Charity Number: 304808*

**Minutes of the meeting held on: 25<sup>th</sup> March 2019**

**Meeting opened at: - 7.30 p.m.**

**Meeting closed at: - 8.10 p.m.**

**Present:** John O'Connor, Vanessa Wilkinson, Laurence Moss, Chris Cox, Kath Hamilton, Gracie Whiting

**Apologies:** Frank Potter, Carol Potter, Amanda Owen, Geoff Cadman, Jacqui Cawkwell-East, Amanda Owen, Marion Forsythe

**Minutes of the last meeting (14<sup>th</sup> January 2019)**

The minutes were signed by FP as an accurate reflection of the meeting.

**The Chairman's Report:**

The renewal process for the car-park lease is still on going. All documents that need to be signed on behalf of PAH have now been completed. It remains for the landowner to sign an agreement for rights of way over the PAH driveway.

**Secretary's Report:**

VW reported that there had been a number of emails in relation to 'Electrical Grants'

Charity Commission Newsletter No: 62 has been received – there is nothing to follow up on / action in relation to the newsletter contents.

**The Treasurers Report:**

Income from January 2019

Hire of hall	£611.00
Three film nights	£311.53
<b>Total</b>	<b>£922.53</b>

Outgoings	
Cleaner & materials	£328.54
Licence for films	£203.69
Electric bill	£195.84
Suffolk Cinema Network	£ 15.00
Grass cutting	£150.00
Flameskill	£ 85.14
Anglian Water	£ 19.32
Insurance	£791.88
Stationary	£ 52.04
<b>Total</b>	<b>£1841.45</b>

**Accounts as follows:**

Current Account	£25,871.40
Petty Cash	£ 521.63
<b>Total</b>	<b>£26,393.03</b>

**Matters Arising:**

**Outstanding:** - The document detailing what the Trustees are seeking to achieve in terms of an extension to the building

*JO'C to redraft and circulate the document in light of comments made by Trustees (prior to the last committee meeting) in relation to more detailed emphasis on the need for a disabled toilet, a car park entrance to the hall to stop access through the kitchen or hall fire door, the demographics of the village and the need for additional storage.*

*This document will be used to further discussions with John Horn in terms of identifying and pursuing funding.*

*VW to look through the PAH documents for floor plans to be included with the document but none were found.*

JC-E & JO'C borrowed a tower so that the 3 blown light bulbs could be changed. However, it appears that other work also needs to be undertaken to the lights which the Trustees are unable to do. The bulbs for the hall can be sourced at a cost of £700 and after discussion it was decided that Trustees would pursue a grant from Thriving Communities (grants of between £2000 and £20,000 available) for the work to be done by professionals.

The Trustees have missed the first submission for grants but others will be available later in the year (after the Parish Elections).

- *JO'C & FC to further investigate costs, grant applications and organising for the work to be carried out.*

There has been no contact from Anna Noakes re possible concert dates.

JO'C has been approached by another quartet looking for concert dates in 2020.

- *JO'C to keep in contact with them and future events to be booked if possible.*

Trustees have been contacted by a 'Jan Farmer' re a possible event in the future. It is unclear from the correspondence if this person wishes to book the hall or if she is expecting financial support (free/ reduced rate booking fee) and or other support from the Trustees in relation the event she proposes.

- *FP to clarify with her and decide if the Trustees need/ want to be involved.*

**Future Events****March 2019 onwards**

The Quartetto Famiglia (+ 1) concert on Sunday the 31<sup>st</sup> March 2019, evening.

**Quiz Night** – April 5<sup>th</sup> 2019

**Easter cake stall** – April 20<sup>th</sup> 2019

**Parish and District Local Elections**- provisional date 2<sup>nd</sup> May

**Suffolk Sunrise**, charity bike race- 19th May

**Photographic Competition** -25/26<sup>th</sup> May

KH –has begun to co-ordinate the event and to email local photographic clubs and those on the mailing list from the last competition (2016)

JO’C agreed to support KH with the organisation of the competition.

VW offered support as needed

There was discussion re competition categories, possibly Wildlife, Suffolk Landscape, Portrait –Possible judges Paul Sawyer / the 2016 winner.

KH agreed to organise the photo submissions.

KH and JO’C to call on Trustees to help as required.

AO -to be asked to support with advertising the event on social media and the production of posters etc.

**Causeway Summer Event**

JO’C checked with the local businesses about their plans to organise an ‘Summer Causeway’ event (the event for summer 2018 was put on hold until 2019)

There are currently no plans although it is still possible the event may take place.

- *JO’C to remain in contact with local businesses re this possible event.*

**Safeguarding:**

No issues have been brought to the attention of the committee.

**Documents and Reports**

Charity Commission Newsletter No: 62

**A.O.B**

JO’C has been approached by ‘Fit Villages’ and ‘Action Suffolk Sport’.

They are looking for premises where sports activities/ clubs can be established – and they have access to grant monies that could support ‘6 free taster’ sessions for any newly established sports clubs/ activity. (e.g. Yoga, Zumba, Table Tennis) *A Ti-Chi class will possibly start in the hall in early April.*

They are also interested in possible uses for the ‘sports field’

In order to ‘test’ interest / take up they will undertake a local survey (Peasenhall & Sibton) – Trustees have agreed to help by distributing the questionnaire -300 questionnaires are to be provided which will be distributed by letter box drop with some also available at the Butchers and Village Store.

**Actions:**

- *Outstanding from August 18 meeting -FP to register the Peasenhall Assembly Hall Charity with one or more of the fund raising web apps e.g. Amazon "Smile".*
- *JO'C to redraft and circulate the PAH extension document in light of comments made by Trustees.*
- *FP & JO'C pursue costs and grants for changing the light bulbs in the hall.*
- *JO'C to keep in contact with local businesses are any planning to organise an event (The Causeway Event) this summer*
- *FP to contact Jan Farmer and clarify what involvement from the Trustees she would be expecting if she ran an event in the hall.*

**Date, time and place of next meeting:**

The next meeting will be on the:

13<sup>th</sup> May 2019- 7.30p.m in the Peasenhall Assembly Hall

**Signed by The Chairman:**

**Frank Potter**.....

**Date** .....

