

**Peasehall Assembly Hall
Trustees Meeting**

Registered Charity Number: 304808

Minutes of the meeting held on: 1st July 2019 at 7.30 p.m.

Present : John O'Connor, Vanessa Wilkinson, Chris Cox, Laurence Moss, Gracie Whiting, Frank Potter, Carol Potter

Apologies: Geoff Cadman, Kath Hamilton, Amanda Owen, Marion Forsythe, Jacqui Cawkwell-East

Minutes of the last meeting (and AGM on the 15th May 2019)

The minutes for both meetings were signed by FP as an accurate reflection of the meetings.

The Chairman's Report:

The faulty electricity meter has been repaired.

PAH is now registered as a charity through Amazon 'SMILE' – the hall will receive a small donation from every £ spent on Amazon if people log on through the 'Amazon SMILE' site.

Thanks were tabled to KH and JO'C for their hard work organising the Photographic Competition – thanks were also tabled to the volunteers who 'manned' the exhibition over the two days it was open.

Secretary's Report /Documents Received:

The secretary had nothing to report

No documents had been received since the last meeting

The Treasurers Report: (Accounts as of 1.4.2019)

Income:

Hall Hire:	£574.00 (higher than average income as the hall was used for 2 elections)
Photographic Comp.	£89.45
TOTAL:	£663.45

Outgoings:

Electricity Bill:	£114.99
Flame Skill:	£ 46.60
Cleaning Costs:	£203.11
TOTAL:	£366.70

Current Account:	£26,446.92
Petty Cash:	£ 470.03
TOTAL:	£26,916.95

Matters Arising:

Outstanding:-

+ Information regarding 'Data Protection'

The village phone box is still a working box- the Parish Council has plans to take it over from BT in the future to house the village defibrillator
PAH will, at a later date, seek permission from the Parish Council to place 'event' notices on the phone box

JO'C has circulate the PAH 'extension' document to trustees. This document will be used to support an application for an 'electrical grant' to be used to address issues with the maintenance of the hall lighting. The deadline for grant applications is mid August.

+ *JO'C will take a lead in submitting the grant application*

Future Events

July 2019 onwards

Yoga sessions have started in the hall with first introductory lesson free and following this lesson have been offered at a reduced rate of £5. Sessions are currently well attended. The class is being regularly advertised on 'Facebook'

JO'C will ask the 'Causeway Boys' if they would be available for an event in November.

+ *JO'C to ask the 'Causeway Boys' if they would be available for an event in November*

There was a possibility of a 'Quartet Famiglia' concert on August Bank Holiday but as 3 Trustees are away over this period it was proposed that we look at an alternative date.

A 'Quiz Night' was agreed for the 13th of September. *CC and JO'C to lead*

Film Nights will begin again in October, dates as follows:-

11th October

8th November

13th December

It was proposed that the first film would be chosen by the Trustees and then members of the Film Club would be asked to suggest films for the following two agreed dates. *JO'C to lead.*

The possibility was discussed of having a 'Children's Film' afternoon between Christmas and New Year (28th December)

- + *AO to ask via 'Facebook' if this would be a supported event*
- + *AO to generate a poster asking for 'expressions of interest' to be put on the village shop notice board*
- + *Trustees to discuss this event again at the next meeting*

LM suggested *that all Trustees 'list' people* they know who would be prepared to put on 'interest' evenings in the hall (eg 'travel', 'charity work' 'interesting jobs') It was considered if these "smaller 'interest' events" were run with a bar then they could 'become' popular

- + *Trustees to discuss events such as these again at the next meeting and plan 1 event before Christmas*

Safeguarding:

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

A.O.B

There is a possibility that the 'Pay Back" team (currently painting the village railings along the footpath) could paint the lower part of the hall.

- + *JO'C to contact the team supervisor to discuss this opportunity further*

Flame Skill visits to check fire alarms and equipment are haphazard with some visits being carried out over less than the required 6month interval. There are three visits over the year costing £100 a time. It appears that the fire alarm and equipment cannot be inspected by the same person so that the number of visits can be reduced.

Trustees would like clarification as to the regulations in regard to the number of fire alarm checks required over a 12 month period.

Trustees discussed finding an alternative way of having alarms/ equipment checked and the fire certificate issued.

- + *CP to undertake some research in terms of fire regulations /requirements and providers of 'regulation' support*

Actions:

Outstanding from the May 2019 meeting

- + *AO to ask our followers on Facebook / Next-Door how we could advertise events more effectively*
- + *AO to find information about Data Protection and our use of our different email data bases as a combined mailing list for a PAH Newsletter*

The meeting closed at 8.15 p.m.

Date, time and place of next meeting:

The next meeting will be on the:

5th August 2019– 7.30p.m in the Peasenhall Assembly Hall

Signed by The Chairman:

Frank Potter.....

Date