

**Peasehall Assembly Hall
Trustees Meeting**

Registered Charity Number: 304808

Minutes of the meeting held on: 16th September 2019 at 7.30 p.m.

Present : , Frank Potter, John O'Connor, Vanessa Wilkinson, Amanda Owen,

Apologies: Kath Hamilton, Jacqui Cawkwell-East, Chris Cox, Carol Potter, Laurence Moss, Gracie Whiting, Geoff Cadman, Marion Forsythe,

Minutes of the last meeting (5th August July 2019)

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

The Chairman's Report:

FP reported that the Quiz Night had been particularly successful with over £200 made.

Our application for funding improvements to the lighting in the hall has not been successful - it was not judged to provide sufficient 'community benefit' Trustees have already secured and have on file, two quotes for the work /improvements and Trustees discussed paying for the work to be undertaken from PAH funds. (The costs would be approximately 8% of the hall's bank assets) It was decided to put the issue on the agenda for the next meeting.

- + FP to investigate if there is any possibility of securing a donation to help with some of the costs.
- + VW to ensure that the 'lighting' is included on the agenda for the next meeting
- + VW suggested that the Trustees commit some of the funds from 'future events' to reimbursing the bank assets.

Our Amazon Smile fund raising did not reach the £5 minimum for payment into our account last month, funds will be held over until the minimum level is reached.

Secretary's Report /Documents Received:

The secretary had nothing to report.

No reports or documents had been received.

The Treasurers Report: (Accounts as of 16th September 2019)

Income:

Hall Hire:	£ 359.00
Donations	£1044.12 (SPOILS & the estate of a local villager)
Quiz Night:	£ 224.54

TOTAL: £1627.66

Outgoings:

FlameSkill: £ 84.00
Electrician: £ 54.89
Cleaning Costs: £ 184.50
Postage: £ 21.96
Electricity: £ 71.36
Flowers: £ 30.00

TOTAL: £ 472.25

Current Account: £27,643.66

Petty Cash: £ 530.11

TOTAL: £28,173.77

Matters Arising:

After discussion it was decided to delay the 'Pie & Pint' evening until February 2020

FP reported that the Quiz Night had made £224.54

JO'C reported that he is still waiting for the 'Causeway Boys' to confirm a date in November.

JO'C – there had been very little response to requests for film suggestions (Japanese **Animee** /Musicals)

The Fisherman's Friend will possibly be screened before Christmas and 'Yesterday' after Christmas.

FP has the contact details for the 'Community Payback Team'

+ FP to pass the details to J'OC

+ JO'C to contact the team leader to see if they could take on re-painting the lower parts of the Hall in early/mid 2020

There was discussion about the condition of paintwork on the upper parts of the Hall, particularly the Apex Boards at the front. Repainting the upper parts of the Hall will require scaffolding to be erected.

Maintenance of the Hall and in particular the external paintwork to be scheduled for discussion in early 2020,

Future Events

September 2019 onwards

Pie & Pint evening to be rescheduled for February 2020

The Quartetto Famiglia have offered a concert date of March 25th 2020

✚ J'OC to confirm

JO'C has asked the 'Causeway Boys' if they would be available for an event in November. They are currently looking at possible dates and will get back to JO'C with some suggestions.

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

11th October

8th November

13th December

The possibility was discussed of having a 'Children's Film' (possibly the new version of the 'Grinch') afternoon between Christmas and New Year (30th December)

✚ AO to ask via 'Facebook' if this would be a supported event

✚ AO to generate a poster/ newsletter asking for 'expressions of interest' to be put on the village shop notice board

Interest Evenings – Carried over from the last meeting

- Some suggestions from the Trustees included
- Fish and Chip Supper
- Bar + some form of entertainment/talk
- Pie and Pint evening

It was agreed that events such as these needed a 'format' and also needed to be put on regularly for the community to actively engage in them

Communication –Carried over from the last meeting

AO has set up a 'MailChimp' account for PAH

✚ AO to 'test the account /process' with the Trustees email addresses

✚ **If the system works effectively with the Trustees** - AO to circulate a newsletter to the email addresses held for the Trustees, film club and concerts.

AO - If successful the 'Newsletter' will also be uploaded onto Facebook / Nextdoor

- ❖ If the 'Trustees Committee' uses the 'MailChimp' system for 'communication internally and externally' then in future no email addresses will need to be held on Trustees personal computers and through the 'MailChimp' system recipients of emails will be able to easily opt out of any email circulation list they are on

Safeguarding:

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

A.O.B

It has come to light that a piece of land between the Hall and the car-park , according to The Land Registry," does not belong to either the Hall or the owners of the car-park.

J'OC is to meet with the owners of the car-park to discuss this further during the week of the 23rd September.

Carried forward from the last meeting:

Flame Skill visits to check fire alarms and equipment are haphazard with some visits being carried out over less then the required 6month interval. There are three visits over the year costing £100 a time. It appears that the fire alarm and fire 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 twelve- 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

The meeting closed at 8.45 p.m.

Date, time and place of next meeting:

The next meeting will be on the:

4th November– 7.30p.m in the Peasenhall Assembly Hall

Signed by The Chairman:

Frank Potter.....

Date