PINEWOOD PARISH COUNCIL

COMMUNITY HALL COMMITTEE

Minutes of the Hall Committee meeting held on Tuesday 23 September 2025 at the Pinewood Community Hall starting at 7pm.

Present: Cllr. R Manning (Chair), Cllr. C. Emele, Cllr. J. Harding, Cllr. M. Manning and Cllr. S. Peartree

In attendance: Mrs S. Duthie (Clerk and RFO to Pinewood Parish Council)

Others attending: Mrs Louise Madley (Hall & Events Co-ordinator)

Chair advised the meeting would be recorded for the purpose of recording the minutes.

25/CH/36 APOLOGIES FOR ABSENCE.
There were none received.

25/CH/37 TO AGREE MINUTES FROM THE MEETING HELD TUESDAY 5 AUGUST 2025.
Copies of the minutes had previously been circulated to all, Cllr. Harding proposed and Cllr. Peartree seconded the minutes are signed as a true and accurate record of the meeting.

25/CH/38 MATTERS ARISING FROM THE ABOVE MINUTES.
There were none received.

25/CH/39 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.
There were none received.

25/CH/40 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -

(i) Bar membership - To update on total membership numbers.
Louise advised the committee that there are currently 174 memberships and numbers are trickling.

(ii) In-house events – To note and discuss Hall events report
Clerk handed out an up-to-date copy of the Hall events report.
Louise advised that everyone enjoyed the Wine and Cheese event so much that another is planned for 2026.
Decade of Divas – Another good event and great bar taking.
Race Night – Tickets are not selling as well as hoped. This may be due to the previous Race night being in June and perhaps only one a year is preferred.
Chelsea Richer – Sold tickets are low but hoping for an influx nearer the time.
Oktoberfest – Extra advertising is shown in the ticket sells which is looking good, everyone seems in good spirit and plan to dress up. Hoping to sell another 20 tickets.
Flocktails and Friendships – ticket sales are slow but again hoping that nearer the time this will improve.

Signed R S Manning

Christmas Fayre – Really pleased with this event, starting to receive money from stall holders and have a couple of local choirs interested to provide some free entertainment.
New Year's Eve – Still early days so tickets are slowly being sold.
Louise added that she was hoping by year end there would be a profit made from Hall Events.
Cllr. Emele asked if the figures on the spreadsheet were a projection. Louise confirmed these were actual figures to date.

(iii) To agree any expenditure.
There were none received.

25/CH/41 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING FOR THE COMMUNITY HALL: -

(i) Update on ladies toilet wall, flooring and taps.
Louise confirmed that work was now complete and all working well.

(ii) To approve decorating cellar room.
Louise advised that the Bar Supervisor (Tony) had asked if redecoration could be done in the cellar room on walls and floor over the Christmas period. This would likely cost around £85 in total. This was put to a vote and was accepted by unanimous decision.

(iii) Update on grants available for Air conditioning / Solar Panels.
Louise had found there was CIL funding available for around May 2026. Capital grant coming out in November from Babergh for up to £10,000. Air conditioning quotation was £15,000. Cllr. Peartree asked if the funding bid RE: Bus Shelters was CIL.
Clerk confirmed this was Suffolk County Council BSIP Funding and wasn't sure if they were similar. Louise was advised to contact District Councillor Helen Davies to explore options available.
Chair felt the air conditioning would be more beneficial than the Solar Panels, Cllr. Peartree said the air conditioning was well overdue.

(iv) To update, discuss and agree on any other repairs required.
There were none received.
Cllr. Peartree asked the progress of the replacement post in the Car Park. Louise advised this was still ongoing with the insurance company following a request for more quotations.

(v) Update on 'Paymentsense' issues.
This was still ongoing. It was agreed that a date would be arranged where Chair, Cllr. Peartree and Clerk could make contact with them to rectify the contact issues.

Cllr. Peartree raised concerns again over the deterioration of the till screen and asked for this to be priced for replacement. After a discussion, Louise to look into new tills and potential card readers with the epos system and out of hours support.

(vi) To agree any other expenditure.
Following the recent resignation from the monthly Community Hall window cleaner, Louise had sourced some new quotations. This also included cleaning of the 2 Bus Shelters within the Parish.

Signed ...R.S Manning.....

- B Clean(ed) had quoted £55
- TLC had quoted £75
- Neetons had quoted £75

This was put to a vote and all were in favour of using B Clean. Louise to ensure they have Public Liability Insurance.

Clerk mentioned that our fixed contract was up with BT. We were paying £63.10 per month and they have offered a 36-month fixed contract with the current bundle at £49.95 per month. Clerk advised there would be an annual inflation by £4 each year. Cllr. Emele suggested obtaining some comparative quotes. Cllr. Harding advised how long this process can take and felt this was a good rate. Cllr. Peartree suggested we may lose our offer with BT as the offer only lasts a couple of days. This was put to a vote and it was accepted by all to proceed with BT.

25/CH/42 **ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.**

Chair mentioned the Clerk had sent a 'Defibrillator Safety notice warning' email and advised it had been dealt with and forms completed online.

25/CH/43 **TO SET THE DATE FOR THE NEXT MEETING.**

Next meeting was set for Tuesday 25 November 2025 at 7.00pm.

Chair officially closed the meeting at 7:46pm.

Chair... R.S. Manning.....

Dated... 25-11-2025...