PINEWOOD PARISH COUNCIL

COMMUNITY HALL COMMITTEE

Minutes of the Hall Committee meeting held on Tuesday 27 January 2026 at the Pinewood Community Hall starting at 7pm.

Present: Cllr. R Manning (Chair), Cllr. C. Emele, 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.

26/CH/1 APOLOGIES FOR ABSENCE.
Cllr. J. Harding due to being unwell – This was accepted.

26/CH/2 TO AGREE MINUTES FROM THE MEETING HELD TUESDAY 25 NOVEMBER 2025.
Copies of the minutes had previously been circulated to all, Cllr. Peartree proposed and Cllr. M. Manning seconded the minutes are signed as a true and accurate record of the meeting.

26/CH/3 MATTERS ARISING FROM THE ABOVE MINUTES.
There were none received.

26/CH/4 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.
There were none received.

26/CH/5 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -

(i) Update on in-house events – To note and discuss Hall events report

Clerk handed out an updated copy of Hall Events Report. Hall & Events Co-ordinator (Louise) reported as follows: Since the last meeting there have been four events.

- Christmas Fair had approx. 300 visitors in total. There was a lot of positive feedback. Chair did a great job in advertising this via BBC Radio Suffolk. An advert also went into 'Raring to Go' brochure free of charge, 25,000 copies were distributed locally. £1,100 was raised in total for the charity.

Cllr. Emele arrived at this point.

- Christmas Party sold 57 tickets, the food went down well and Lauren Aubrey entertained everyone with live singing.
- New Year's Eve sold 95 tickets, DJLeeJ was brilliant especially with the light show. £2,200 was received over the bar and again some positive feedback meaning members enjoyed this event.
- Taste & Toast the World – was a little disappointing with only 10 members taking part, however there was a fun vibe in the room. Louise advised she would still continue to put on events like this as they don't cost much to run and are enjoyable.
- Elvis tribute is coming up this weekend. 74 tickets sold so far.

Louise felt the events have been well supported.

Signed... R S Manning

Chair asked for clarification on the profit made from the Christmas fair. Clerk confirmed that this was £367.54 plus bar takings of £443.17.
Louise reported that she had received a complaint about families not being allowed up to the Friday nights members bar. Subsequently this led to a negative review being put on Facebook. Louise asked for the committee's thoughts. Cllr. Peartree advised that our licence states no under 16 in the bar area. Family events can be put on and carried out in the main hall but not in the bar. Cllr. Peartree asked Louise to ensure her current members would be happy for children to be included as in the past members were not keen and as a result you could lose your loyal members. Chair suggested perhaps a family event once a month might work better. Louise to clarify with licencing - ages restrictions in the bar area only, restriction on times in the evening etc.

Chair asked if going forward Louise could carry out future radio advertising, once the script has been approved by the committee beforehand. Clerk to check standing orders.

Louise asked for clarification when members pricing over the bar is honoured. Louise highlighted that this would be a good selling point for membership at private hires. Cllr. Peartree advised that membership should not be sold on the night and interested residents should be invited to attend the members bar for consideration to ensure they do not cause any problems. Membership can then be offered after a few visits. Louise advised this wasn't currently being done and any antisocial behaviour would be dealt with instantly. Cllr. Peartree added that now we have opened our membership up to those living outside of Pinewood, careful consideration should be given to those coming forward and new memberships are only offered carefully. This potentially is the reason we received the negative review on Facebook, this being a typical example of the repercussions of instant membership and not getting to know your members beforehand.
After a discussion, it was agreed that members will receive discounted pricing over the bar on Friday evening members bar and in-house events only. Private hires are not included. Chair suggested a poster be put up on the bar advertising the membership.

Cllr. Emele suggested Louise respond to the negative comment on Facebook to show acknowledgment of the review but corrects the situation to explain the situation. Louise was not keen to respond in case instant backlash was received by the same member.

Louise advised there is likely to be a price increase over the bar due to Greene King increasing their prices. Louise to report once this has been confirmed.

(ii) <u>Update on feedback received from members not attending bar or events.</u>
Louise reported that she had made contact with a few members who had joined but had not visited the bar on Friday evenings or not collected their membership cards.

- Some had joined purely for Oktoberfest, but advised they would be renewing and would keep an eye on the events list.
- Some became members purely for events only.

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

- Others reported work commitments got in the way.
- Health conditions for some or losing partners has affected confidence to come out.

(iii) To discuss wedding packages.

Louise reported that we had a wedding in December which had 160 guests and we received £3,700 over the bar. This emphasised how great the venue is for weddings. Louise is therefore organising a wedding fair at the hall. A mock set up of the hall to be arranged with DJLEEJ (who would be our resident DJ) for a photo to be taken. A wedding brochure will then be produced with two options - Classic and signature packages with optional add-ons such as sweet tables, drinks packages, chair covers etc. Louise to be the Wedding co-ordinator. Main competitor is the Holiday Inn. Louise asked if she could use some of the revenue from wedding hires to buy stock such as chair covers, sweet jars etc to get started. This was approved with careful control to start with to ensure a profit is made with the aim that this would eventually reduce / stop once stock has been obtained with repairs/replacement items only being required as and when.
It was suggested by the Clerk that separate accounting/budget lines are created for Wedding hire income and expenditure similar to the hall events report. Profit can then be monitored and reviewed regularly.
Louise suggested a working party meeting be arranged to present the wedding brochure to ensure all are happy before it is officially produced.

(iv) To discuss drinks packages.

Louise reported that drinks packages for all casual hirers are now being offered for tea, coffee, hot chocolate etc. This has worked well in particular for wakes. Children's parties are being offered packages for jugs of squash for the children and tea, coffee options for the adults etc. This is to be sold over the bar. This is to stop hirers from bringing in their own drink into the venue. This has worked well with the bar open and has also encouraged others attending to use the bar too.

(v) To discuss World Cup dates for 2026.

Louise reported that timings for these are not great with two mid-week games with a 9pm kick off and one Saturday game with kick off at 10pm. There will be a national increase for the licencing times so bars can stay open later for these. Louise has surveyed some members and they have expressed they would attend this. Louise asked the committee whether we go all out and advertise these events both inside as normal and outside ensuring that banners are high enough to prevent vandalism. The committee approved Louise to do this.

(vi) Expenditure to approve / discuss:

Firestick for screen

Louise reported that the projector requires a fire stick in order to be able to show the Football on the screen. The current television is not compatible for this. The costs of a firestick is £40.00. This was put to a vote and was accepted by unanimous decision.

Speaker shelf

Louise reported that one of the Bluetooth speakers is currently positioned on the

Signed. R S Manning

floor in the lounge room and would be more secure if up on a shelf. Cost of a shelf is £20.00. This was approved by unanimous vote as long as no one can hit their head on it.

(vii) To agree any other expenditure.
Louise reported that the advertisement board worked really well for the Christmas Fair. Advertising budget has been spent and Louise was worried that additional advertising is required in order to cover the costs for Billy Joel tribute in March. Louise asked for a further £112.00. This was put to a vote and was accepted by unanimous vote that costs were not to exceed £120.00.

26/CH/6 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING FOR THE COMMUNITY HALL: -

(i) Update on Solar Panels / Air Conditioning grant application.
Louise advised that no further work had been done on this as yet. To be deferred to next meeting.

(ii) To discuss renaming the rooms at Community Hall.
Louise suggested that for the purpose of wedding hires that the lounge room be renamed to 'Pinewood Suite'. It was then asked for suggestions for the main hall. Cllr. Peartree suggested asking the members for name suggestions for the main hall.

(iii) Expenditure to approve / discuss:

Floor scrubber quotations.
Louise reported that the floor scrubber had stopped working before Christmas and the daytime caretaker is having to clean by hand. A call out charge from the manufacturer is £160.50 and then parts and labour are extra. After a discussion on this it was put to a vote and agreed by all that Louise could arrange for the call out and had an allowance up to £500 for repairs and labour costs.

Ladies Toilet redecoration quotes.
Louise reported that cracks have been filled and repainted but are visible. The overall look in the ladies toilet isn't great and some hirers have commented on this. Considering we are now pushing this as wedding venue, Louise asked if this could be re-painted. Louise had received a quote for £500 - £600 to do this. The cracks around the top were mentioned and it was suggested (if) coving should be put up. The colour was discussed and Dulux trade in a neutral colour was decided. Louise to check if coving and paint can be included within price. This was put to a vote and was accepted by all.

Electrical testing quotations.
Louise had obtained two quotes for this which is due in August 2026:
Belmont Electrical = £575 plus vat
CJ Electrical = £275 plus vat
It was discussed and put to a vote and all agreed to use CJ Electrical.

New Curtains for main hall
Cllr. Peartree suggested the company we used previously were good and were reasonably priced and to consider using them again. Louise was asked to get some quotes for this and bring to the next meeting.

Signed R S Manning

Redecoration of main hall

Louise asked if re-decoration of the main hall could be done to help sell as a wedding venue. Louise had obtained a quote of £1,800 to have this done. It was discussed and agreed that August would be best for this to be carried out so not to disrupt the hirers and arrange around their summer breaks.
It was discussed whether the wood could be rubbed down and repainted. Louise to speak to decorator and gather some costs for consideration at next meeting.

(iv) To update, discuss and agree on any other repairs required.

There was a general discussion over other areas that required re-decoration in the Community Hall. The hallway was suggested along with potentially replacement carpet and re-decorating the men's toilet. It was suggested that prices are obtained and then when the EMR accounts are reviewed and set for 2026/2027 then allowances can be made for areas chosen to be actioned.

(v) To agree any other expenditure.

Clerk advised that the Bar Supervisor (Tony) was using the laptop that we had donated, but this has now stopped holding its charge. Tony is now using the free Chromebook we had given with the mobile phones but the printer cannot be connected making it hard for Tony to do his day-to-day tasks. There was a discussion on this and it was agreed by unanimous vote that a new laptop could be purchased up to £500 and used from EMR 'New Equipment' account.

Clerk advised that Anglian water had advised an increase to monthly bills from February. This is a delayed reaction from opening back up for Friday night bar members / weekend casual hire (more usage in the toilets) and regular line cleaning. This however, had not been budgeted for and is approx. under budget for next year by £1,000. Clerk wanted noting that an adjustment to budget will be made by moving £1,000 from Repairs & Maintenance to Water. Repairs and Maintenance account was over budgeted for to allow for any unexpected costs. However, EMR account can support unexpected repairs for Community Hall and will be agreed in March.

26/CH/7 ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.

Louise advised there are some old blue chairs in the back store cupboard that were saved. There are 4 stacks of new red chairs unopened. Louise asked if the new red ones can be opened and the old blue ones donated. This was put to a vote and was approved unanimously. Cllr. Peartree advised Louise obtains a receipt / certificate of donation to cover ourselves.

26/CH/8 TO SET THE DATE FOR THE NEXT MEETING.

Next meeting was set for Tuesday 24 March 2026 at 7.00pm.

Chair officially closed the meeting at 9:05pm.

Chair R.S. Manning.

Dated 24/3/26