

**PINEWOOD PARISH COUNCIL**  
**COMMUNITY HALL COMMITTEE**

You are invited to attend a meeting to be held on TUESDAY 19 NOVEMBER 2024. The meeting will be held at the Pinewood Community Hall in the Lounge Room starting at 7:15pm.

The agenda is given below.



Stephanie Duthie  
Clerk & RFO to the Parish Council

**AGENDA**

- 1. Apologies for absence.**
- 2. To agree minutes from the meeting held 21 October 2024.**
- 3. Matters arising from the above minutes.**
- 4. Councillors Declaration of Interests on any matter on the agenda.**
- 5. Welcome new Hall & Events Co-ordinator.**
- 6. To discuss, note and/or agree the following for the Community Hall: -**
  - 6.1 To adopt CFS routine safety agreement.
  - 6.2 To update, discuss and agree on repairs required.
  - 6.3 To discuss and approve repairs to ladies toilet wall.
  - 6.4 To approve Community Hall buildings / employers' liability insurance renewal
  - 6.5 To agree any other expenditure.
- 7. To discuss, note and/or agree the following regarding hirers / events: -**
  - 7.1 To agree on First Aid / Defibrillator Course and possible PACT Kit.
  - 7.2 To note current contract with Payment Sense / approve additional card machine for office.
  - 7.3 To review and agree on Regular / Casual Hiring forms – Terms & Conditions.
  - 7.4 To discuss and agree on cancellation policy.
  - 7.5 To review, discuss and agree on hiring charges.
- 8. Any other matters of report as the Chairman may allow.**
- 9. To set the date for the next meeting.**