

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

You are invited to attend a meeting to be held on MONDAY 28 APRIL 2025. The meeting will be held at the Pinewood Community Hall in the Lounge Room starting at 7:00pm.

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 4 March 2025.**
- 3. Matters arising from the above minutes.**
- 4. Councillors Declaration of Interests on any matter on the agenda.**
- 5. To discuss, note and/or agree the following regarding hirers / events: -**
  - 5.1 Bar membership / events – To discuss opening up to non-members.
  - 5.2 In-house events – Update on final ticket sales numbers and tickets purchase process.
  - 5.3 To discuss hirers not requiring the bar.
  - 5.4 To discuss day rate charge for lounge room when hiring main hall.
  - 5.5 To discuss minimum number additional charge for casual hire.
  - 5.6 To review numbers of enquiries compared to actual bookings.
- 6. To discuss, note and/or agree the following for the Community Hall: -**
  - 6.1 To note bar wastage.
  - 6.2 To discuss having CCTV in lounge room.
  - 6.3 To update, discuss and agree on repairs required.
  - 6.4 To agree any other expenditure.
- 7. Any other matters of report as the Chairman may allow.**
- 8. To set the date for the next meeting.**