

PINEWOOD PARISH COUNCIL
COMMUNITY HALL COMMITTEE

You are invited to attend a meeting to be held on TUESDAY 28 JULY 2026. The meeting will be held at the Pinewood Community Hall in the Lounge Room starting at 7pm.

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 Tuesday 24 March 2026.**
- 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 Ronni Hetherington.**
- 6. To discuss, note and/or agree the following regarding hirers / events: -**
 - 6.1 Update from Hall & Events Co-Ordinator on in-house events.
 - 6.2 Note in-house events report.
 - 6.3 To discuss advertising on Radio for upcoming events.
 - 6.4 To note refunds for cancelled classes during extreme hot weather.
 - 6.5 To discuss recent incidents
 - 6.6 To note and approve revised membership form.
 - 6.7 To agree any expenditure.
- 7. To discuss, note and/or agree the following for the Community Hall: -**
 - 7.1 To discuss / approve Air conditioning quotations for main hall and office.
 - 7.2 To approve purchase of new Laminator machine.
 - 7.3 To update, discuss and agree on any other repairs required.
 - 7.4 To agree any other expenditure.
- 8. To note expenditure relating to Advertising and Marketing**
- 9. To note or amend and approve updated policies:**
 - 9.1 Safeguarding policy
 - 9.2 Drug, Alcohol and Weapon policy
 - 9.3 Communications, Website and Social Media Policy
 - 9.4 Electronic Information & Communication System Policy
 - 9.5 Equality & Diversity Policy
 - 9.6 Health & Safety Policy

9.7 Lone Working Policy

9.8 Complaints Procedure

10. Any other matters of report as the Chairman may allow.

11. To set the date for the next meeting.