

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

Minutes of the Hall Committee meeting held on Tuesday 5 August 2025 at the Pinewood Community Hall starting at 7pm.

Present: Cllr. R Manning (Chair), Cllr. C. Emele, Cllr. M. Manning, Cllr. J. Harding 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/27 APOLOGIES FOR ABSENCE.**

Cllr. Blackwood – no reason was given.

**25/CH/28 TO AGREE MINUTES FROM THE MEETING HELD WEDNESDAY 25 JUNE 2025.**

Copies of the minutes had previously been circulated to all, Cllr. Peartree proposed and Cllr. Harding seconded the minutes are signed as a true and accurate record of the meeting.

**25/CH/29 MATTERS ARISING FROM THE ABOVE MINUTES.**

There were none received.

**25/CH/30 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.**

There were none received.

**25/CH/31 FINANCIALS:**

(i) Six months of accounts since bar opened January 2025 – June 2025

Clerk had previously circulated this and displayed them on the screen.

Chairman thanked the clerk for the work put into the accounts and asked about a few items for clarification. Chairman asked if the income could be included for the new regular hirers, we have had join recently and also the casual hirers and hall events. Clerk suggested she would add an adjustment column and plan roughly to give a more accurate forecast for the regular hirers and casual hires where she can. The hall events are hard to future plan for as ticket sales are not known beforehand and are bought over the course of a few months leading up to the event. Deposits are paid in advance also for acts, discos etc. It was recommended that Louise (Hall & Events Co-ordinator) would circulate a copy of the Hall events finance spreadsheet and report on those events which have been completed.

(ii) First quarter of accounts for 2025/2026 and forecast.

Clerk had previously circulated this and displayed them on the screen. Chairman again thanked the Clerk for the work put into these accounts and said they are very clear to understand.

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

**TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -**

- (i) Bar membership - To update on numbers following opening up to non-residents.  
 Louise reported that 8 new members had joined since opening up to non-Pinewood residents. In the last week 7 membership joining forms have been handed out. Cllr. Peartree suggested we may get more now that the Belstead Arms had recently closed.
- (ii) In-house events – Hall Events Report  
 Louise advised the committee of upcoming events planned over the coming months. Louise reported that the current members prefer to physically buy a ticket rather than online. Chairman commented this would also encourage them to come up to the hall and stay for a drink.  
 The cheese and wine event would be run alongside the usual Friday nights members bar and is therefore optional to join in.  
 The Christmas Fayre has 19 stalls booked so far and is looking very promising at becoming a successful event and a good chance to showcase the facilities we have at the community hall. Louise asked for some volunteers to help with this event.
- (iii) To discuss and agree on advertising/marketing costs.  
 Louise had sourced some marketing and advertising banners and foam boards. These could be re-used and would be displayed round locally to advertise our events. The cost of 4 double sided banners and 8 foam boards would be £298 plus vat. Cllr. Peartree asked where these banners would be put. Louise suggested she would source a suitable place if agreed, targeting areas local to primary schools and near the roundabout at Tesco, Copdock. Clerk suggested putting posters on the bus shelters. This was put to a vote and was a unanimous decision to agree the expenditure. Clerk advised that there was no budget set for advertising but it would be good in the future to plan for such costs. It was agreed that this would remain without a budget for this year and be offset from profits made from the hall events. A budget for advertising to be considered for next year.  
 Cllr. Emele asked about contacting our residents locally. Louise advised she had planned to create two sets of flyers to hand deliver. Chairman stated that the Facebook page shows the events and those interested in attending and could look unpopular if this number is low regardless of how many people have bought physical tickets. Clerk advised she could overcome this by regularly giving an update on tickets sold and use this to encourage others i.e., 'last few tickets remaining'.

**TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING FOR THE COMMUNITY HALL: -**

- (i) Update on ladies toilet wall, flooring and taps.  
 Louise advised the committee that when removing a small part of the flooring there was a wider spread of damp and mould causing areas to bubble and become a hazard. The toilets have been temporarily put out of action and since this area has been opened up the floor has had chance to fully dry out showing there is no leak and was potentially coming from past damage when cleaning and build up from continued water from cleaning that had seeped into the cracks causing the damp. Eric Dines flooring had revised his quotation to incorporate the wider area needed and this would be £370 plus vat to replace the flooring required. This was put to a vote and was accepted by unanimous decision and to be taken from repairs and maintenance budget.

Signed R.S. Manning

Louise reported that the taps are being replaced and pipes lagged on Thursday 7 August 2025. Touching up of the cracks on the wall and repainting can then commence and Perspex added to protect the wall from water spills from the hand dryer, to get this room back to good working order again.

(ii) To approve costs for more Community Hall keys.

Louise explained that a weekend caretaker is due to start soon and keys are already limited for certain rooms causing staff to already share behind the bar. After a general discussion over costs and keys required it was agreed that Louise would produce a main set of keys for all rooms of the hall and this would be kept in a key safe attached on the outside of the caretaker's door that all staff can access for their individual work requirements. Louise to source costs for a key safe and Clerk to bring to next parish council meeting for approval.

(iii) To discuss / approve purchase of ice machine.

Louise requested an ice machine for behind the bar to reduce costs of regularly buying bags of ice as this would then be made in house. Concerns were raised over the general hygiene of this and whether this would incur regular visits from the Environmental Health Officer to inspect. The cost of this would be £78.99. Louise advised that staff training would be given to ensure a strict cleaning regime is followed to prevent bacteria. This wouldn't be plumbed into the water mains and the Bar Supervisor would make the ice whilst working.

Cllr. Emele suggested doing a cost analysis on this first to see if this would be cost effective as this involved staff working hours to make the ice. Cllr. Harding asked how much a bag of ice is. Louise advised they vary from £1.20 - £1.50 per bag and a typical Friday evening 1.5-2 bags are used. For a bigger event this can increase up to 5 to 6 bags. Chairman suggested if this particular item would be strong enough to last and whether a more commercial machine would be beneficial. It was suggested that space for this would then be limited.

After a general discussion on this it was agreed not to proceed with this for now. But instead monitor how much ice is being used each week.

(iv) To update / discuss and agree on window film for main hall.

Louise expressed the concern over the temperature of the main hall in the warmer weather resulting in some regular hires having to cancel lessons. Guests from a wedding hire had also complained and Louise was worried that this could cause negative feedback and put off potential future hires in the summer months if (this) word was to spread. Louise had trialed some samples and felt that one type was better than the other regarding the amount of light coming through. The cost to have this film put over the glass of the windows and doors across the back of the hall was quoted at £1,625 plus vat.

The option to have air conditioning installed was mentioned again and Louise said the quotation for this was £15,000 from Pitkin & Ruddock. It was suggested perhaps looking into grants available for Community facilities that would fully or partially cover the cost of air conditioning. Chairman said Trimley Village Hall had recently had air conditioning installed and would ask how this was funded. Cllr. Emele suggested seeing if grants were available to include solar panels as well as air conditioning.

Signed RS Manning

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

Louise reported that it has become rather popular with members bringing their playlists and wanting to play music. However, the current speaker we have is very outdated and is not compatible with Bluetooth. Louise suggested purchasing a Bluetooth amplifier for £59.99 using the ceiling speakers to play through. Cllr. Peartree suggested the current speakers are not very good and (does) vibrate if too loud and perhaps instead see how much the built-in ceiling speakers would cost to upgrade. Cllr. Manning asked if we could link the amplifier and speaker together. After a general discussion it was suggested that Louise could source a brand-new Bluetooth speaker rather than the amplifier and costs could be brought to the parish council meeting for approval. Cllr. Emele asked if one would be enough. It was suggested we start with one good one and go from there.

(vi) Update on Paymentsense issues.

This had not been actioned as yet but was agreed a date would be arranged for Chairman, Cllr. Peartree, Clerk and Louise to be present at the office to contact Paymentsense together in September.

(vii) To agree any other expenditure.

Clerk advised the committee that the music licence had been reviewed and amended to reflect the new regular classes and the total cost of this was £1,399.90 plus vat.

**25/CH/34**

**ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW**

Chairman asked whether the capacity allowance had been reviewed. Louise had looked into this and amended the hiring form to reflect that 190 is the total amount of people allowed in the hall if both rooms are hired. Louise advised that if both rooms are hired separately this could reach up to 250. Cllr. Peartree said that she felt the limit even with two separate hires is still 190 as set by the Fire Safety Certificate when the Hall was first opened. She therefore advised this is checked. After a discussion it was agreed that the maximum numbers should not exceed 190 due to the excessive use on the toilets and careful consideration should be given when enquiries are received about having such hires.

**25/CH/235**

**TO SET THE DATE FOR THE NEXT MEETING.**

Next meeting was set for Tuesday 23 September at 7.00pm.

Chair officially closed the meeting at 8:46pm

Chair R.S Manning

Dated 22/9/25