

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

Minutes of the Hall Committee meeting held on Tuesday 7 January 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. L. Barclay (Chairman), Cllr. B. Blackwood, Cllr. M. Manning, Cllr. R Manning and Cllr. S. Peartree

In attendance: Mrs S. Duthie (Clerk to Pinewood Parish Council)

Others attending: Mrs Louise Madley (Hall & Events Co-ordinator)

Chairman advised the meeting would be recorded for the purpose of recording the minutes.

**25/CH/1 APOLOGIES FOR ABSENCE.**

There were none. Clerk confirmed that Cllr. Wragg has now been removed as a Councillor and the vacancy poster has been published by the elections team at Babergh.

**25/CH/2 TO AGREE MINUTES FROM THE MEETING HELD 19 NOVEMBER 2024.**

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

**25/CH/3 MATTERS ARISING FROM THE ABOVE MINUTES.**

There were none.

**25/CH/4 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.**

There were none received.

The Chairman advised that should a Councillor wish to become a Bar Member, that Councillor would be unable to take part in any discussions or have any voting rights when discussing Bar Pricing for agenda item 24/CH/53(iv). It was also suggested that the terms of reference for each committee be reviewed and updated to ensure the Code of Conduct is being adhered to at all times and no conflict of interest be overlooked. It was also suggested that any Councillor on the Hall Committee involved in discussing hiring charges and cancellation policies, terms and conditions etc. for the Hall, would therefore not be able to independently hire the hall in the future. All Councillors accepted this.

**25/CH/5 TO SET BUDGET FOR 2025/2026.**

The Clerk issued a spreadsheet to each Councillor, which showed the forecast for 2024/2025, the budget for 2024/2025 and then a suggested budget for 2025/2026. After a general discussion over each item for income and expenditure for the Community Hall, it was voted and agreed that the budget for 2025/2026 would set be as per appendix A.

Signed.....

**TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING FOR THE COMMUNITY HALL: -**(i) To update, discuss and agree on repairs required.

The clerk displayed the on-going repairs list on the screen and it was agreed to action the following: -

- Baby change table - £35.00
- Perspex under all the hand dryers in the toilet areas.
- Lockable toilet dispensers with a window in all the toilet areas.
- Filling in cracks and paint for touching up in all areas in the Community Hall.
- LED lights in the foyers as and when required.
- Energy efficient bulb in the disabled toilet.

Taps in the ladies toilets are still ongoing with quotations. It was agreed for this item to be deferred to the next meeting.

(ii) To discuss and approve repairs to ladies toilet wall.

It was agreed that this item would be deferred until the next meeting as the panel needs to be removed and the copper piping looked at, as there may be condensation resulting in better insulation being needed. It was agreed that Louise could spend up to £500 to get work started on rectifying this and if further costs are needed then this could be reviewed at the next meeting for approval.

(iii) To agree any other expenditure.

With Louise about to put an order through to Greene King to re-stock the bar, it was advised that as per our financial standing orders, each invoice could not exceed £1,250. It was therefore agreed that for a one-off first purchase to re-stock the bar Louise could spend up to £2,000 and then going forward this would revert back to a maximum of £1,250.

Louise also advised that Greene King have requested a new trading form be completed and a copy of these minutes be attached as agreement to this.

**TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -**(i) To approve additional card machine costs for office / bar.

It was agreed that Louise could purchase a card reader for the office for £70.00, separate to the card reader used in the Bar.

(ii) To review and agree on Regular / Casual Hiring forms – Terms & Conditions.

Louise advised that she had merged the Regular and Casual hiring forms and slightly streamlined them. It was asked if the Clerk could forward a copy of the hiring agreement which contains also the terms and conditions round to all Committee members to read and approve at the next meeting.

(iii) To discuss and agree on cancellation policy.

Louise asked the Committee if they were happy to have a cancellation policy in place:

Signed.....*R. Barclay*.....

#### 6. CANCELLATION POLICY

Our cancellation policy is as follows:

##### REGULAR HIRE

Cancellation 4 weeks in advance of booking date – We will Refund 50% of hire charge.

Cancellation within 2 weeks of the booking date – All payments are **NON-REFUNDABLE**.

##### CASUAL HIRE

The Deposit is **NON-REFUNDABLE**.

Cancellation within 3 months of booking date – All payments are **NON-REFUNDABLE** (unless we are able to obtain another booking as a gesture of goodwill, we will refund the full amount).

This was deferred until the next full council meeting on Tuesday 21 January for formal approval.

(iv) To review, discuss and agree on bar pricing.

It was decided at this point that Cllr. M. Manning, Cllr. R. Manning and Cllr. S. Peartree would not partake in this agenda item so not to cause to breach a conflict of interest should they wish to become Bar members in the future.

Louise provided the committee with a brief update on prices and suggested the mark up should be between 50% - 60%. It was suggested that marking up should be considered and each product did not require the same mark up as long as the overall profit was between 50%-60%. Louise advised she would be visiting the main competitors in the local areas in the coming days to compare pricing.

Cllr. Peartree suggested the chairman invite Cllr. Collard to join the Hall Committee so that they have enough members to vote. This was agreed and decided that Bar prices would be deferred until the next full council meeting on Tuesday 21 January for formal approval.

It was also suggested that the Bar Membership joining fee be approved at the next full council meeting on Tuesday 21 January 2025.

#### 25/CH/8

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

Cllr. Blackwood suggested if we could allow Louise to have a vote in future committee meetings. Cllr. Peartree and Cllr. R. Manning advised that this was not allowed. Clerk to look into and feedback the rules behind this.

Cllr. R. Manning asked about the staffing for the bar. Louise advised that recruitment was still ongoing but contingency plans had been put in place and would not affect opening of the bar.

#### 25/CH/9

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

Next meeting was set for Tuesday 4 March 2025 at 7.00pm.

The Chairman officially closed the meeting at 9:01pm

Chairman.....*R. Barclay*.....  
Dated.....*04 MARCH 2025*.....

NOMINAL CODES		COST CENTRE	INCOME COMMUNITY HALL		FORECAST AS AT DEC 2024	BUDGET 2024/2025	BUDGET 2025/2026
1300		300	Regular Hirers		£ 27,370.25	£ 26,700.00	£ 26,700.00
1305		300	Casual Hirers		£ 828.00	£ 648.00	£ 898.00
1310		300	Bar Takings			£ -	£ 15,000.00
1315		300	Hall Events (Ticket sales)			£ -	£ -
					£ 28,198.25	£ 27,348.00	£ 42,598.00
NOMINAL CODES		COST CENTRE	EXPENDITURE COMMUNITY HALL		FORECAST	BUDGET	
4065		300	Bank Charges		£ 657.48	£ 700.00	£ 728.00
4075		300	Insurance		£ 2,560.97	£ 3,000.00	£ 3,120.00
4085		300	Subscriptions		£ 145.40	£ 147.09	£ 120.00
4105		300	New / Replacement Equipment		£ 294.61	£ 400.00	£ 400.00
4205		300	Shelter / Notice / Window Cleaning		£ 150.00	£ 150.00	£ 360.00
4300		300	Gas		£ 2,395.27	£ 2,000.00	£ 2,500.00
4305		300	Electricity		£ 4,790.87	£ 4,800.00	£ 5,000.00
4310		300	Water		£ 923.00	£ 1,000.00	£ 1,200.00
4315		300	Telephone / Internet		£ 1,259.68	£ 1,300.00	£ 1,400.00
4320		300	Licences		£ 958.53	£ 1,000.00	£ 2,250.00
4340		300	Bar Supplies		£ -	£ -	£ 8,500.00
4345		300	Hall Cleaning		£ 540.49	£ 700.00	£ 728.00
New code to be added							£ 2,500.00
4355		300	Contract Cleaning				
4360		300	Hall Events		£ -	£ -	£ -
4365		300	Uniform		£ 204.50	£ 300.00	£ 300.00
4375		300	Repairs & Maintenance		£ 6,035.41	£ 2,100.00	£ 4,500.00
4999		300	Refreshments		£ 4.48	£ 50.00	£ 52.00
		300	Emergency Expenditure		£ 40.00	£ 250.00	£ 250.00
					£ 20,960.69	£ 17,897.09	£ 33,908.00