

PINEWOOD PARISH COUNCIL
COMMUNITY HALL COMMITTEE

Minutes of the Hall Committee meeting held on Tuesday 4 March 2025 at the Pinewood Community Hall at 7:00pm.

Present: Cllr. L. Barclay (Chairman), 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/10 APOLOGIES FOR ABSENCE.

Cllr. Blackwood sent his apologies due to being laid up in bed with a bad back. This was accepted.

25/CH/11 TO AGREE MINUTES FROM THE MEETING HELD 7 JANUARY 2025.

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

25/CH/12 MATTERS ARISING FROM THE ABOVE MINUTES.

Chairman asked the Clerk if she had looked into rules behind Louise having a vote in Hall committee meetings. The clerk advised that rules and guidance was circulated to the Parish Council Chairman and was discussed and resolved at the previous full Parish Council meeting.

Cllr. R. Manning asked for clarification why the budget for licences and the window cleaning had doubled. The Clerk confirmed this was due to the Community Hall reverting back to having monthly window cleaning now the hall is open for weekend hire since covid. The licence was due to the music licence increasing back to what we had previously before covid also.

25/CH/13 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.

There were none received.

25/CH/14 UPDATE FROM HALL & EVENTS CO-ORDINATOR:

(i) Bar members opening night.

Louise gave an update that the meet and greet night and opening night for the bar members was a success and how thrilled she had felt to see so many people. To date we currently have 131 members.

Cllr. R. Manning and Cllr. M. Manning had attended each Friday evening since re-opening and said that each night had been great with attendance averaging around 40 people. Opening night had approximately 70 people attend.

Signed.....*RS Manning*

- (ii) New regular hirers.
Louise said she had managed to fill most gaps during the week with a good variation such as dance class, COPD, rehab class and a church group. Wednesday being the only gap now left to fill.
- (iii) Casual hirers.
Louise advised it had been a slow start for casual hires, she is starting full time hours this week so it should enable time for more publicity and advertising. Cllr. M. Manning suggested the local library have a board where posters etc could be displayed.
The few casual hirers we have had so far were very successful. Daytime Caretaker (Tony) is covering the caretaking for this until the workload picks up.
- (iv) In-house events.
First quarter events booked in so far such are Friday night members darts competition and Sax and Voice music night. Easter family Disco open to all in April. Tickets are now being sold for these.

Overall, Louise felt it had been a positive start and targets are being met for the first quarter over the bar and through hirers.

25/CH/15

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 ongoing repairs list. After a general discussion it was agreed that Louise could obtain prices for the Lounge room door privacy film.

The Clerk raised concerned over the temperature of the main hall now it is getting warmer. The Clerk displayed pictures of the doors and windows showing the sun coming through. After a discussion it was agreed that Louise could obtain prices for film to be applied to the affected areas to eliminate the heat and keep the light.

It was advised that Louise test the working order of the oven for future use. A general discussion was had over casual hires. Cllr. Peartree advised that any requests for a hog roast in the garden area would need to be considered carefully so not to effect staff, the church and local residents who have objected in the past.
- (ii) To discuss and approve repairs to ladies toilet wall.
Louise advised that she had obtained a quotation from IPS Response to replace all the taps in the ladies toilet from sensor to push close taps and whilst this was being carried out he also assessed the ladies toilet wall. The quotation for all the taps including labour was £760.00. Cllr. Peartree raised concern that the current system in there has a pump which has to kick in, it is already incredibly slow and it was asked that Louise will double check before agreeing that these taps need to be compatible with the current pump system. The quotation was put to a vote subject to it being suitable and was a unanimous decision to accept.

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

Louise advised that IPS Response quoted £250 to lag the piping as he felt certain that the cause for the damp on the wall was down to the pipes not be insulated properly. Caretaker (Tony) will then scrape off the flaking paint and redecorate the area. The hall committee had already granted Louise permission to spend up to £500 to get this sorted so this was within that.

(iii) To agree any other expenditure.

Clerk listed the following payments:

- CJ Electrical – Main Hall floor stat repairs - £277.88 plus vat
- CRS – Till software update - £90.00 plus vat

Cllr. Peartree mentioned the till screen had sections of fading which appear to be getting worse. Louise had spoken to CRS about this and the screen cannot be replaced, it would require a new till completely costing roughly £780. It was advised that Louise keeps an eye and it and if the fading increases a lot, then consideration for replacement would be needed. Louise mentioned she had used alternative tills in the past which were much cheaper, however Cllr. Peartree advised they would need the same safety security features that is currently in place. It was suggested that Louise did some research into this prior to when the inevitable happens and the decision is needed to replace. Cllr. Peartree also mentioned there is an iPad which can take orders if needed and is linked to the tills but would probably need an update as it hasn't been used for a while.

Clerk advised that old floor scrubber is currently sitting in the back store cupboard. It failed the PAT test last year due to a break in the wire. Plug Smart didn't re-test it this year as no changes have been made. Caretaker has asked if this could be disposed of this as it is no longer used. Cllr. Peartree suggested replacing the wire and then selling this on to another Community Centre. Louise and Cllr. Peartree both knew of local repair clinics who could replace the lead for a minor cost and then this could be advertised for sale on the Facebook page.

Cllr. Peartree asked Louise if the compliance had been sorted. Louise advised they were still having to disable ports which are not being used before the compliance would pass the security check. Tony and Louise will be looking at this next week and labelling the ports currently being used.

25/CH/16 ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.

There were none.

25/CH/17 TO SET THE DATE FOR THE NEXT MEETING.

Next meeting was set for Tuesday 29 April 2025 at 7.00pm.

The Chairman officially closed the meeting at 7:55pm

Chairman.....*RS Manning*
Dated.....*25/6/25*.....