

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

Minutes of the Hall Committee meeting held on Tuesday 25 November 2025 at the Pinewood Community Hall starting at 7pm.

Present: Cllr. R Manning (Chair), Cllr. C. Emele, Cllr. M. Manning 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/44 APOLOGIES FOR ABSENCE.**

Cllr. J. Harding due to medical appointment – This was accepted.

**25/CH/45 TO AGREE MINUTES FROM THE MEETING HELD TUESDAY 23 SEPTEMBER 2025.**

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

**25/CH/46 MATTERS ARISING FROM THE ABOVE MINUTES.**

Louise advised that following the last meeting, it was raised to enquire into how much a replacement till screen would be, Louise advised at CRS had quoted £226.48 plus VAT. This was put to a vote and was accepted by unanimous vote.

Louise also mentioned that she was asked to see if there was another company, we could look at switching too for the card readers and after some research, it seems as though Payment Sense is the best to stick with for productivity and this offers the connection with the tills and price compared to others.

**25/CH/47 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.**

There were none received.

**25/CH/48 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -**

(i) Update on in-house events – To note and discuss Hall events report

Hall Events report had already been circulated to all members:

- Louise advised that Oktoberfest was a success with 69 attending and had received some really pleasing feedback.
- Flocktails - due to lack of ticket sales with only 8, this event had to be cancelled. Thankfully no booking for the silent disco had been made, so no costs were incurred.
- Members Christmas Party – 41 tickets sold so far. This was from changing the ticket process slightly and took 2 Fridays to reach this number.
- Christmas Fair – 23 stalls have been sold so far. The Bar will be open as will the kitchen offering giant pigs in blankets and mullet wine.
- New Years Eve – 51 tickets sold so far, need a further 15 in order to break even. Once Christmas fayre has been then advertising for this will increase.

Signed.....**R. MANNING**.....

Clerk advised that figures had been updated since the report was circulated and confirmed that the profit for Hall Events had increased from £694.36 to £832.93. This was a result from extra ticket sales being sold for Christmas Party, New Years Eve and stalls for the Christmas Fair.

(i) To agree any expenditure.

Louise advised she had been looking to purchase some lights to go around the lounge room and had found some for £32.29 in the Black Friday sale. Louise was advised that there should already be some in the store cupboard as this has been done previously. The Caretaker (Tony) had found some lights but these had appeared faulty. It was suggested there may be some more in the stage lighting cupboard. Louise to look, however asked that in the event these did not work that she could purchase the new set. This was put to a vote and was accepted by unanimous vote.

25/CH/49

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

(ii) To discuss grants available for Solar Panels / Air Conditioning.

Louise advised that she attended a funding summit for available funding from Suffolk County Council, Suffolk Community Foundation, Lottery and Babergh. regarding funding for solar panels and air conditioning. Babergh are offering a £10,000 grant. Lottery 'Reaching Communities are offering £20,000 and above. However, Louise raised concern on the amount of time this may take to submit the application due to case studies and research etc., required to support the application. Grants are becoming harder to get hold of and therefore a lot of extra work on findings and collating information are required to show how this funding would benefit the local area. Chair asked was findings are required. Louise advised Community feedback via questionnaires, findings on how having solar panels and air conditioning would benefit. Providing all of this evidence along with the application could take up to 20 hours to complete.

Cllr. Emele asked if we issued surveys after each hire. Louise advised that we don't. Cllr. Emele said this may be something we should introduce as we would have the findings from that which could have been used. Louise offered to issue a survey to all regular and private hirers to see if feedback regarding discomfort during the warmer months would show that having air conditioning would benefit. Clerk advised that solar panels would benefit the parish by reducing bills and could potentially lead to reducing the precept.

Chair advised looking at the form to see what findings they require first.

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

There were none received.

(iv) To agree any other expenditure.

Louise mentioned that she had noticed a lot of cigarette ends are being left on the pavement after private hires and had looked into a smoking shelter for £890 including vat or an 8-litre cigarette bin for £90. Cllr. Peartree raised concern over the current signage asking "hirers not to smoke within close proximity to the community hall" and she felt the shelter or bin would actually encourage them to smoke near the hall.

Signed...R. MANNING.....

After a general discussion over the options and possible effects it was decided to purchase a metal bucket and fill with sand and position well away from the hall entrance.

Louise had noticed an increase in requests for a projector and freestanding screen from hirers using the main hall and lounge. With the world cup coming up with would be a good investment. Options and prices were as follows: -

Screen 100 inch = £61.26

Screen 150 inch = £82.07

Screen 180 inch = £152.99

Stand = £60.99

Projector = £199.99

After a measure up and discussion it was agreed by unanimous vote to purchase the 150 inch screen with the stand and projector making a net price of £343.05

Clerk advised that the Community Hall insurance is due for renewal on 18 December and had been informed by CAS that Hiscox (previous insurer) have withdrawn from Community Hall scheme cover. Therefore, CAS have now used Ansvar for our renewal (who we currently used for insurance for the Parish Council) and it works out cheaper to combine both insurances rather than have them separate as it appeared a lot of cover was being duplicated on both policies. A renewal quotation had therefore been sent through to run up until September when the Parish Council insurance is due for renewal at £1,555.18

**25/CH/50**

**TO DISCUSS / AGREE THE BUDGET FOR 2026/2027.**

Clerk had previously circulated the plan for 2026/2027 budget and explained the inflations. Louise discussed changes she had planned for 2026/2027 such as wedding packages, drinks packages and keeping children's parties for Sundays only to encourage more bar usage on Saturdays and highlighted that some people are not even aware of the facilities we have when booking. It was suggested that Louise shows all interested hirers around the hall when booking to ensure they are aware of what we offer and encourage the bar open. It was agreed to budget regular hirers at £40,000, casual hirers at £6,000 and bar takings at £25,000.

Hall events budget for income was discussed and expenditure to give a rough profit of £1,000 for 2026/2027. Pinewood live events planned for 2026 (such as Elvis, Billy Joel, Elton John, UB40 and), Soul Town, 80's and 90's night, Spirits of the world, Murder mystery, May Fair, World Cup showing of the football, Oktoberfest, Chelsea Richer, Annika Rands, Christmas Party, New Year's Eve. Louise was worried about ticket prices going above £5 for Friday events and potentially not always covering cost for live entertainment. There was a general concern over the number of members attending these events. Cllr. Peartree asked Louise how many Bar Members there currently are, Louise confirmed 180. Cllr. Peartree asked why only 50 members are attending the events and suggested contacting those that joined but have never been to an event. Louise suggested sending a survey to those that haven't attended to find out why. Louise highlighted not many members purchase tickets online for events and it was encouraged that Louise continues to push to sell tickets for events on a Friday night and avoid purchasing tickets on the night of the events.

Signed..... **R. MANNING** .....

Louise mentioned the Christmas Fair would be good advertisement for the hall for those that have never been before. Cllr. Peartree asked what income we would be getting from the Christmas Fair. Louise advised this would come from bar and kitchen purchases and once the 3 hours hire charge for the hall had been covered and the staff wages, any proceeds would go to the charity. Cllr. Peartree was not happy that there was no charge for entry into the fair. Chair added that this was good advertisement for the hall. Cllr. Emele added that an entry fee would put people off from attending. Cllr. Peartree wanted minuting that she was concerned over the lack of income the hall was receiving in general and would like to see more people attending the events to increase revenue on tickets sales and bar. Cllr. Emele expressed that there were two scenarios to discuss (Community based events and bar events) and while he supports the importance of the charity event to be community based and advertise what we have, he also agreed with Cllr. Peartree with the concerns and stated the numbers attending are the main issue and Louise needs to find a way of getting the 140 members not attending to support the bar and events. It was suggested the aim needs to be to increase membership numbers enough so that we are not reliant on the same members coming to every event. Cllr. Emele expressed that Louise has only been in post for a year and is doing a good job but does need to see the hall as a business and making money.

Clerk discussed expenditure and budget lines were agreed. This was then voted and approved and is attached as appendix A.

**25/CH/51 ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.**

There were none received.

**25/CH/52 TO SET THE DATE FOR THE NEXT MEETING.**

Next meeting was set for Tuesday 20 January 2026 at 7.00pm.

Chair officially closed the meeting at 9:20pm.

Chair R. MANNING.....

Dated 27/01/2026.....