PINEWOOD PARISH COUNCIL

COMMUNITY HALL COMMITTEE

Minutes of the Hall Committee meeting held on Tuesday 24 March 2026 at the Pinewood Community Hall starting at 7pm.

Present: Cllr. R Manning (Chair), Cllr. C. Emele, Cllr. J. Harding, Cllr. M. Manning and Cllr. S. Peartree

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

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

26/CH/9 **APOLOGIES FOR ABSENCE.**
There were none received.

26/CH/10 **TO AGREE MINUTES FROM THE MEETING HELD TUESDAY 27 JANUARY 2026.**
Copies of the minutes had previously been circulated to all, Cllr. M. Manning proposed and Cllr. S. Peartree seconded the minutes are signed as a true and accurate record of the meeting.

26/CH/11 **MATTERS ARISING FROM THE ABOVE MINUTES.**
There were none received.

Cllr. Emele arrived at this point.

26/CH/12 **COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.**
There were none received.
Cllr. Peartree highlighted that Cllr. R. Manning and Cllr. M. Manning both had other registerable interests (ORI) for agenda item 26/CH/13(ii) & (iv) due to them both being bar members and therefore having a financial interest in these matters.
Cllr. R. Manning said they had not declared these interests as it was previously agreed in the minutes that the Hall & Events Co-ordinator was to set these prices, and the Committee were therefore only needing to approve. Clerk explained that due to the resignation of the Hall & Events Co-ordinator it would need to be discussed in more detail by the committee as there is a price increase needed to ticket prices to keep the events viable and a bar price increase recently advised by the supplier which will impact ongoing purchases.
Cllr. R. Manning suggested they would refrain from taking part in discussions. Cllr. Emele added that due to the circumstance of not having a Hall & Events Co-Ordinator to adjust pricing it must be discussed at this meeting and therefore we must follow protocol. Clerk also highlighted the Terms of Reference for this Committee, which describes the nature of these interests and procedures to be followed and that all councillors had voted to accept these and therefore must follow them. Cllr. R. Manning again advised they would stay in the room and not take part. It was requested that at these items both councillors were to leave the room. Cllr. R. Manning raised his voice and agreed they would leave the room but felt this was unnecessary and ridiculous and asked if we had offered the position to anyone following interviews for the Hall & Events Co-ordinator. Cllr. Harding advised that the role of the Clerk is to offer independent advice on the law and rules that have been set by the

Signed R.S Manning

Council and Committees and he would feel uncomfortable going against advice the clerk has put forward. Cllr. Harding (as an HR Committee member) reported that we have offered the position of Hall & Events Co-ordinator to a candidate who is due to start soon but hasn't started yet, but as it will take some time to settle into the role we cannot expect them to be setting prices immediately.

Cllr. Emele explained between now and when the candidate starts, we need to discuss these items and that we must be seen to treat any councillors with any kind of interests the same as we would with members of the public. Cllr Emele gave a similar example within his working organisation and expressed that for them to remain in the room and be able to witness these discussions would be improper and unprofessional. Cllr. Harding expressed this was not a personal attack towards Cllr. R. Manning and Cllr. M. Manning but simply following the rules and procedures and seen as best practice. Cllr. R. Manning confirmed they would leave the room at these suggested agenda items.

26/CH/13 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -

(i) To note in-house events report.

Clerk had circulated a copy of the report prior to the meeting; however, an updated copy was distributed to all. Clerk explained that there had been 18 events arranged by Hall & Events Co-ordinator (Louise) and unfortunately due to ticket prices not being set appropriately, the Hall Events had only made £238 profit for the year.
Cllr. Harding highlighted the Billy Joel event as being the biggest loss and together with other losses throughout the year had resulted in the very small profit.
Cllr. R. Manning thought it looked fine as we just broke even. Cllr. Peartree suggested she would have expected a lot more than just breaking even.
Cllr. Harding suggested that although income for Billy Joel was good, the costs for this tribute were high and asked whether the Hall & Events Co-Ordinator should be allowed in future to spend such a large amount without prior approval from the committee and felt that until bar membership numbers had increased and numbers were guaranteed, tributes like this should not be booked. He also felt that ticket sales should not be on offer instantly for the year ahead. These should be kept back and released a bit at a time. Clerk advised that she had already withdrawn ticket sales for September onwards. It was also raised that too many Saturday Main Hall events had been booked for the year and it this should revert back to one a quarter and then increase the Friday night entertainment back to one a month for the members. Clerk explained that when Saturday main hall events are on, not many members will attend the Friday evening bar.
Cllr. R. Manning asked how we could increase bar membership numbers.
Cllr. Peartree felt that the new Hall & Events Co-Ordinator needs to attend more Members Bar evenings to get to know the members. Through constant engagement with the members it would help to understand what the members actually wanted. Then with constant advertising, regular interaction with members and dedication into filling the events it would eventually increase the numbers attending.
Cllr. Emele added that we have learnt a lot from this year and must move forward, better oversight from the committee is needed particularly when spending large amounts of money on tributes.
Cllr. Peartree suggested the committee needed to encourage the new member of staff to ensure they are doing all they can to ensure the success of the members bar

Signed R S Manning

and events, firstly by ensuring they are working the essential hours within the community hall as Louise was not always in the hall during the week and she was not available on Friday evenings which seemed to displease some members so felt she could have done better there. Perhaps the new Events Coordinator could be encouraged to attend more.
Cllr. R. Manning agreed that better support would be needed but disagreed with Louise's perception and wanted to record his thanks to Louise for the work she had done.

At this point Cllr. R. Manning and Cllr. M. Manning left the room.
This part of the meeting was then closed to the public and Cllr. Emele offered to chair the next two agenda items.

(ii) <u>To discuss in-house event pricing.</u>
In the absence of a Hall & Events Co-ordinator. Clerk advised she was currently having to cover this area and highlighted the strain the current pricing was giving the upcoming events which were already on sale, she therefore suggested a price change was needed in order to ensure we covered our costs and made a profit. Clerk explained the detrimental effect this would have if we continued with the current prices, she expressed that if there was enough profit at the end of the year, this could give the committee a chance to put on the occasional free entertainment for bar members whilst still supporting the running costs of the community hall. Cllr. Harding suggested giving the Clerk a 30% allowance to increase ticket prices, however the clerk suggested that for some events the current ticket pricing for the numbers expected to attend would have to double just to be able to break even. Clerk suggested that pricing should be different for events held in the Main Hall to the Lounge, as this involved a bigger set up and more expensive acts. Clerk suggested pricing for all events should be consistent to avoid different pricing for each event. This would discourage members and non-members from picking and choosing which events they preferred and would instead hopefully encourage them to attend them all. Clerk went through each event individually and suggested the new pricing for ticket sales. These were agreed and it suggested these new prices should be effective immediately.
These were put to a vote by showing of hands and was accepted unanimously from Cllr. Emele, Cllr. Harding and Cllr. Peartree.

(iii) <u>To discuss increase to bar prices.</u>
Clerk displayed the proposed changes to the bar pricing provided by the Bar Supervisor (Tony). The increases were required due to recent brewery price increases in January and another due in April. In order to maintain the 50% profit margin for members and 60% for non-member, these prices had to be adjusted. The only amendment suggested by the committee was the bottled water charge for non-members was to be reduced from £1.80 to £1.50.
These were put to a vote by showing of hands and was accepted unanimously from Cllr. Emele, Cllr. Harding and Cllr. Peartree.

The remaining part of the meeting was then re-opened to the public and Cllr. R. Manning and Cllr. M. Manning returned into the room.

Signed...R S Manning...

Cllr. R. Manning requested an update on what had been decided.
Cllr. Emele advised that the Bar Supervisor had issued some adjustments in bar pricing, and these had been agreed. He said these remain within the agreed parameters, but advised no actual figures would be disclosed at this time.
In terms of event tickets Cllr. Emele explained no information could be given as this would give both councillors the advantage of information that they both had interests in and they would find out the outcome when the rest of the bar members did.
Cllr. R. Manning was not happy with this decision and with a slightly raised voice described this as crazy and pathetic and asked what advantages they would have by knowing this information immediately.
Cllr. Emele explained that by giving them a review now of the prices it would result is an advantage over the other bar members, so they would find out the new prices when all members do. Cllr. R. Manning wanted to know the date these would be published. It was explained that the prices will be published in due course. Cllr. M. Manning asked if this was to avoid them purchasing tickets now before they are increased and felt they were being left out.
Cllr. M. Manning also expressed that several members asked them for information about why Louise (Previous Hall & Events Co-ordinator) left and whilst they hadn't given any details yet, they felt they should be allowed too. Cllr. Emele expressed that this was a HR matter and information should not be discussed with other bar members as they are not part of the HR Committee and aware of all the facts of the situation.
Cllr. R. Manning suggested that the councillors who voted could purchase tickets to these events before the prices increased. Cllr. Emele expressed that as per the terms of reference of the committee this would not be allowed, and this was fully understood by the councillors voting.
Cllr. R. Manning commented that he felt this whole process was ridiculous but suggested moving on with the agenda.

(iv) <u>To discuss increase to hiring charges.</u>

Clerk displayed the proposed changes to hiring charges on the screen. Clerk reported that she had done some background investigation into the charges from local competitors and from this was able to produce the new charges for private hires. Clerk reported that she felt regular hire charges should remain the same, as these seemed competitive and would also protect our regular income and knowing that some of the regular hirers were suffering with attendees and finances that this could have a detrimental effect to the revenue. Considering the damage done to the Hall Events, it was suggested that the regular hiring charges remained the same for the main hall but the lounge hires were given a slight increase. Private hiring charges were adjusted as per clerk suggestions and explained in detail giving examples. Cllr. Emele suggested keeping the private hire charge during the week, even though this is not used; in the event this is requested in the future. Clerk agreed to keep this charge in. Cllr. R. Manning suggested the regular hirer charges are increased as this is guaranteed income, and the private hirers are not. Clerk suggested that a few classes are in financial difficulty and an increase to their hire charge could be the difference between us keeping them or losing them. Clerk also explained that another group were wanting to move days but as we do not have any other availability they are staying for the moment, but we could also lose them if we increase their charges knowing they are not happy. Cllr. Emele suggested a couple of

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

adjustments to ensure the increases were the same all along. This was amended to reflect that.
The new proposed hiring charges were put to a vote and were agreed by unanimous showing of hands to accept and suggested these changes commenced as of 1st April 2026. It was recommended that hiring charges were reviewed regularly.

(v) To agree any expenditure.
There were none received.

26/CH/14 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING FOR THE COMMUNITY HALL: -

(i) Expenditure to approve / discuss:

Glasswasher

Clerk explained that one of the glasswashers previously purchased in 2014 was no longer draining properly. A company was willing to come out to service this at £80 call out and £70 labour charge per hour plus cost of parts.
Clerk provided the committee with a quotation of a new glasswasher from the same supplier. After a discussion, it was agreed that it would be financially beneficial to replace this piece of equipment for new due to length in which it has lasted and that repairing this could lead to more problems. The cost for the new glasswasher was £1,710 plus vat. This was put to a vote by showing of hands and was accepted unanimously by all councillors.

(ii) To update, discuss and agree on any other repairs required.
There were none received.

(iii) To agree any other expenditure
There were none received.

26/CH/15 SET EMR FOR COMMUNITY HALL MAINTENANCE.

After a discussion it was suggested to set the EMR for Community Hall Maintenance as follows:

• New boiler	£15,000
• New Fire alarm panel	£2,000
• Purchase of Air Conditioning for Main Hall	£15,000
• Redecoration for Main Hall	£1,800
• Redecoration for Ladies toilet	£600
• Redecoration for Mens toilet	£600
• Redecoration for Hallway / Carpet	£5,000
• Purchase of Solar Panels	£20,000
• Replacement Main Hall curtains	£5,000
• Any additional cost required	£10,000
Total	**£75,000**

This was put to a vote by showing of hands and was accepted unanimously by all councillors and agreed this was subject to change once the Parish Council have set their EMR and bank account balances have been reviewed.

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

26/CH/16 **ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.**

There were none received.

26/CH/8 **TO SET THE DATE FOR THE NEXT MEETING.**

Next meeting was set for Tuesday 19 May 2026 at 7.00pm.

Chair officially closed the meeting at 9:15pm.

Chair.....R S Manning.....

Dated.....28/7/26.....