

## PINEWOOD PARISH COUNCIL

### COMMUNITY HALL COMMITTEE

Minutes of the Hall Committee meeting held on Wednesday 25 June 2025 at the Pinewood Community Hall starting at 7:21pm.

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

In attendance: Mrs S. Duthie (Clerk 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/18 TO APPOINT A NEW CHAIR FOLLOWING THE RESIGNATION OF CLLR. L. BARCLAY**  
Following the resignation of Cllr. Barclay, Cllr. R. Manning offered to become the new Chair; this was seconded by Cllr. Harding.

**25/CH/19 APOLOGIES FOR ABSENCE.**  
Cllr. Blackwood sent his apologies due to leg pain. This was accepted.

**25/CH/20 TO AGREE MINUTES FROM THE MEETING HELD TUESDAY 4 MARCH 2025.**  
Copies of the minutes had previously been circulated to all, Cllr. Peartree proposed and Cllr. M. Manning seconded the minutes are signed as a true and accurate record of the meeting.

**25/CH/21 MATTERS ARISING FROM THE ABOVE MINUTES.**  
There were none received.

**25/CH/22 COUNCILLORS DECLARATION OF INTERESTS ON ANY MATTER ON THE AGENDA.**  
There were none received.

**25/CH/23 TO DISCUSS, NOTE AND/OR AGREE THE FOLLOWING REGARDING HIRERS / EVENTS: -**

- (i) Bar membership / events – To discuss opening up to non-members.  
Hall and Events Co-ordinator (Louise) advised that she received many enquiries for the Bingo event from non-members wanting to attend. Louise highlighted that the age range for those attending the bar on a Friday evening is 55+ years old and it would therefore be a good idea to try and encourage younger members to attend also.  
The advantages to opening up to non-members:
- to encourage more people to attend the in-house events.
  - there would be no restriction on advertising campaigns. Louise was reluctant to advertise at local primary schools, bus shelters or on social media as this would also target non-members. This has therefore reduced the amount of advertising that could be done.

Signed *R.S. Manning*

- this would increase (consistent) footfall for the Friday members bar without putting pressure on the existing members to attend every week, this should help increase bar revenue. There had also been interest to become members from regular hirers who do not live in the local area.
- increase better atmosphere on a Friday evening and the future would look brighter for sustainability.

The disadvantages to opening up to non-members:

- are possible disgruntlement of current members and residents who are paying through their council tax towards the community hall. It was therefore suggested the introduction of a two-tiered membership fee, one for residents and one for non-residents. Following conversations with the current members, the majority were in favour of opening up to non-members as a way of increasing the membership.

Chair asked the committee members opinions on this.

Cllr. Peartree raised concern regarding how the current membership would be protected to ensure that non-residents would not outweigh the existing membership, thus stopping them from attending each Friday should maximum numbers be met. Louise replied that the onus would be on herself and staff working to ensure this was upheld. Membership would be activated in advance of events and relationships made as they regularly attend the bar.

Chair highlighted that out of 5,000 pinewood residents together with 2,000 from the Sprites Wards area, only 147 have joined showing that we do now need to go further afield.

Cllr. Harding agreed with the Chair and agreed that membership beforehand is advisable to maintain control and membership be withdrawn at the first sight of any trouble.

Cllr. M. Manning asked if existing members could recommend friends/family who do not live in the area to become members rather than keep bringing as a quest.

Chair suggested trailing it and if numbers increased and stayed consistent each week then membership would then be closed.

It was therefore put to a vote to open membership to non- members with control being main focus and majority were in favour of this happening. Membership to be capped at 250.

(ii) In-house events – Hall Events Report / Membership revenue

Louise reported on all the events so far and mentioned the upcoming events. Average bar takings are £265 each week. Some events have been below that and creating a loss due to the cost of entertainment, numbers attending and restricted advertising, but hopefully this will improve now that membership has opened up further. Overall the events were up by £290.

Louise asked if it would be possible to use a certain percentage of membership revenue to contribute towards events and marketing. Chair suggested that perhaps £470 of the £1470 could be used. After a general discussion it was agreed that Louise would bring some figures for advertising costs to the next meeting for approval.

Signed RS Manning

(iii) To discuss hirers not requiring the bar.

Louise asked if the committee are happy to continue accepting hirers at the weekend that do not require the bar. i.e., children's birthday parties etc. Cllr. Harding suggested it is acceptable for daytime hirers of this nature to not require the bar but daytime celebrations and evening hires should be including the bar. This was put to a vote for Louise to continue hiring to those not requiring the bar with careful consideration and discretion given to keeping the main focus that bar revenue is important and to ensure there is no bar wastage as a result. This was a unanimous decision in favor.

(iv) To discuss day rate charge for lounge room when hiring main hall.

Louise advised the charges per hour for the main hall and for the lounge and asked if both rooms should be being charged if a hirer books the main hall and bar only.

It was advised that if hirers have under 150 guests attending then no lounge room charge is needed as it wouldn't be used. A food table if required would be in the main hall also and the lounge room should be sectioned off for use using the red rope, so only the bar is used. If over 150 guests attend and a food table is required this would then be in the lounge room and a one-off charge for the lounge room is given to cover the additional clean up required at the end. No hourly rate for the lounge room would be needed as this could double the hire charge. This can purely be at the discretion of Louise to cover cleaning costs.

(v) To discuss minimum number additional charge for casual hire.

Louise suggested there had been requirements for a small number wanting to hire the hall and bar. Louise suggested charging an additional charge to cover the bar staff where numbers are below a certain amount. It was agreed that any hires requiring the bar with less than 40 people attending would incur an additional charge of £50 for the first 4 hours. Additional hours thereafter would be charged at £12.50.

Cllr. Peartree highlighted that the councils recent resident letter stated 250 was the maximum capacity if using the whole hall. However as per fire regulations if the hall and bar have been hired together the maximum capacity is 190 to ensure the people moving from one room to another does not exceed the maximum safety limit and allows for this number to be evacuated safely within the required time limits of legal requirements.

If the two rooms are being hired out separately then the number for each room is determined by the type of event with regards to the activity /furniture needed but should still not exceed 190 in total.

Louise to look into this and amend the hiring form as the previous Hall & Events Co-ordinator may have adjusted this.

(vi) To review numbers of enquiries compared to actual bookings.

Louise explained that enquiries are constant, however bookings which follow enquiry are not as high as she would like. With extra advertising this could help encourage potential hires. Chair asked what the main reasons are behind those not

Signed R.S Manning

booking after enquiry. Louise advised some dislike the minimum hire time of 4 hours as it makes it too expensive and the fact, we do not allow bouncy castles. This is mainly for children's birthday parties where most will choose the cheaper hall to hire compared to party celebrations and weddings will choose the better venue over the cost. To be reviewed regularly.

25/CH/24

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

(i) Update on ladies toilet wall and taps.

Louise unfortunately advised the committee that the company originally planned to carry out this work had let us down. Therefore, Louise had to source another company to use. CJ Electrical quoted £1,147 to carry out the same work. This was put to a vote and all were in favour to use CJ Electrical. This was recommended to be completed as soon as possible.

(ii) To note bar wastage.

Louise advised that the small wine bottles are very old stock and we had some bottles of wine go off and one bar member returned their wine. It was discussed that a bad reputation could be a result if this continued. Clerk advised that this particular wine doesn't sell well because it is not very popular with the members. The Bar Supervisor had reported to the Clerk that there were roughly 205 small wine bottles resulting in a rough cost of £510 to replace.

The larger wine bottles are roughly £100 to replace. It was agreed by unanimous vote to dispose of the old bottles of wine and replace with a better brand which is more popular and likely to increase wine sales in the future.

Clerk reminded the Committee that £10,000 is Earmarked for Community Hall maintenance for the year as a backup should it be needed.

It was advised that publicity of the new wine should be carried out to boost wine sales and increase revenue.

(iii) To discuss usage of Bar Gas

It was noticed at the previous parish council meeting that bar gas costs had increased. Louise advised that the Bar Supervisor was filling the drum fully previously but has since been advised not to, this has now reduced the cost of bar gas. The new Bar Supervisor has recently started and will be taking over the line cleaning going forward and will monitor this.

(iv) To discuss having CCTV in lounge room.

It was discussed whether CCTV would be allowed due to legislation as we do not currently have CCTV in the main hall, it was felt by most that this wasn't needed, however this could be reviewed again in the future.

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

The repairs list was not reviewed this time as Louise had been asked to obtain some quotations follow the last Hall Committee Meeting on other various items.

Louise advised that to have air conditioning in the main hall would cost roughly £14,997. An alternative was to have UV protection film put on the doors and back windows in the main hall costing £1,625. Chair asked if this would make the main

Signed R.S. Manning

hall cold in the winter. It was agreed to put this on hold for now and review the heat in the main hall regularly during the summer months and once the main hall is hired out every Saturday this could be re-considered. Cllr. Peartree suggested tacking the sample on the back door to see if this created a difference in light coming through.

(vi) To agree any other expenditure.

The music licence renewal is due and quoted at £1,150.53 plus VAT. Cllr. Peartree asked if the new regular hirers are covered as they charge for the lyrics and the music for each group, numbers attending each group and for the number of sessions each year. Louise to ensure all are covered and renew as appropriate.

Chair mentioned that his name is on the Barclays Bank Statements as the addressee but does not receive the bank statements. Clerk advised that the signatories associated with each bank account are listed as the officials on the accounts but the statements go directly to the Clerk / RFO for admin use.

Cllr. Peartree and Louise discussed the problems in accessing the payment sense accounts online and making contact with them. It was agreed that Louise would arrange for Cllr. Peartree and the Chair to attend the office and then contacts could be made with payment sense together to try and rectify the current issues with accessibility to the online account and viewing invoices.

**25/CH/25**

**ANY OTHER MATTERS OF REPORT AS THE CHAIR MAY ALLOW.**

Louise advised that she had been contacted by a local resident to do a Christmas and Mayfair charity event. All agreed to this as long as the hall costs were covered. Cllr. Peartree advised that the license would not allow children in the lounge room when the bar is open. Louise to check premises licence for the sale of alcohol issued by Babergh District Council.

Clerk advised that maintenance to the main hall flooring is being carried out on 28 August 2025.

**25/CH/26**

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

Next meeting was set for Tuesday 5 August at 7.00pm.

Chair officially closed the meeting at 9:00pm

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

Dated.....*5/8/25*.....