



Pye Green Community Centre Committee Meeting

Tuesday 12th August 2025 at 7pm

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Present:

Cllr Garry Samuels (Chair)
Cllr Sheila Cartwright
Cllr Alan Pearson
Cllr Arthur Roden

In attendance from Hednesford Town Council:

Chief Officer - Lindsey Smith
PGCC Officer – Rachel Gentle

1. Apologies:

Cllr R Turville
Cllr A Turville
Cllr D Cartwright

2. Declaration of Interest

No declarations received

3. Previous Minutes

Previous minutes from the PGCC Committee meeting held on 8th April were noted to record but could not be approved due to only Cllr Samuels and Cllr S Cartwright being present

4. Public Participation

No members of the public were present

5. Constitution

Cllr A Pearson was proposed as Deputy Chair

Proposed: Cllr A Pearson

Second: Cllr G Samuels

Agreed: 4
Against: 0
Abstain: 0

Action: Cllr A Pearson elected as Deputy Chair

6. Operational/Maintenance Update/Issues

- a. Chief Officer welcomed Rachel Gentle and Harry Harrison to the team
- b. Review of current bookings at PGCC was discussed
- c. New prices were shared and ideas for revenue discussed. Chief Officer informed that PGCC now has its own standalone telephone number – 01543 765959
- d. Discussion took place about ways to fill difficult gaps in the bookings calendar and during half term and summer holidays when regular children's hirers are not in – low occupancy summer rates and other ideas were discussed. To roll over onto next agenda
- e. Budget needs were discussed including marketing budget and visibility of Pye Green Community Centre from the road. Cllr Samuels and PGCC Officer to meet as a working group to explore these further. The painting and maintenance of PGCC needs to be factored into the budget. Air conditioning for MR1 was discussed

Proposed: Cllr G Samuels
Second: Cllr A Pearson
Agreed: 4
Against: 0
Abstain: 0

Action: to gain quotes asap for the proposed installation of air conditioning into MR1

- f. PGCC Officer thanked all for helping her to settle into her new role and gave a comprehensive overview of work undertaken to date including: H&S policy now in place, COSHH in place, remedial actions from legionella and fire risk assessment are being actioned, 13/28 emergency lights failed and are being rectified, officers are undertaking necessary training, fire evacuation practices are planned and risk assessments are ongoing

Proposed: Cllr A Pearson
Second: Cllr G Samuels
Agreed: 4
Against: 0
Abstain: 0

Action: Standing order were suspended to enable remaining business to be heard

- g. Chief Officer advised that the fire doors have dropped and need to be replaced. Following advise the whole frame also needs to be replaced as the parts are no longer available

Proposed: Cllr G Samuels
Second: Cllr S Cartwright
Agreed: 4
Against: 4
Abstain: 0

Action: Quotes to be obtained for replacing 2 sets of fire doors and the rear kitchen door

- h. Chief Officer updated on the progress with the replacement of the restrooms taps and that these are now completed

- i. Proposed: Cllr A Pearson
Second: Cllr G Samuels
Agreed: 4
Against: 0
Abstain: 0

Action: To action the replacement of the taps in both kitchens and bar area under emergency spend - £252.00 – to also address issue with leaking outside tap

- j. Proposed: Cllr G Samuels
Second: Cllr S Cartwright
Agree: 4
Against: 0
Abstain: 0

Action: to rehome/repurpose/break up piano

7. Events

- a. Chief Officer thanked Officers for their input into the 50th anniversary celebrations. Much fun and dancing was had at the Hub
- b. Next fish and chip supper quiz is 13th September
- c. Hednesford Got Talent – moved onto next agenda due to Cllr D Cartwright not being present
- d. Old Time Tea Dances – moved onto next agenda due to Cllr D Cartwright not being present

8. Motion to move to private and confidential

Due to no members of the public being present the motion was not required

9. Date of next meeting

Tuesday 14th October 2025

10. Private and confidential

A discussion took place about an incident following a hire in June and safeguards that can be put into place for any future events

Meeting closed at 8:23pm

Signed (Chair of PGCC Committee):

Date:

Draft