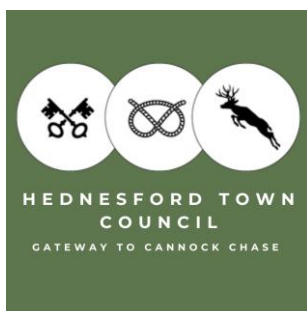




Minutes from Pye Green Community Centre Committee

Tuesday 1st September 2026

Minutes of a meeting of the Council held on Tuesday 1st September 2026 at 7pm at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Members of the Pye Green Community Centre Committee present

Councillors Garry Samuels (Chair of Committee), Alan Pearson, Shirley Pearson, Arthur Roden, Ann Turville and Ron Turville

Others present

Rachel Gentle (PGCC Officer)

1 Member of the Public

PG/09.26/1 - Apologies

Cllr Shirley Pearson – family illness

Lindsey Smith (Chief Officer) – annual leave

PG/09.26/2 - Declaration of Interest for any Disclosable Pecuniary Interests & Dispensations

No Disclosable Pecuniary Interests (DPIs) or other registrable or non-registrable interests were declared

PG/09.26/3 - Previous Minutes

Resolved: That the minutes of the PGCC Committee meeting held on 7th July 2026 be approved as a true and accurate record

Proposed: Cllr G Samuels. Seconded: Cllr A Pearson. 6 agreed.

PG/09.26/4 - Public Participation

No comments or issues raised

PG/09.26/5 – Bookings Overview

PGCC Officer gave update on centre bookings for July 2026. Rooms hire targets achieved apart from August due to school holidays and several

regular hirers not running bookings during half terms. January special offer is ready to launch in October 2026.

PG/09.26/6 – Maintenance/Operations Overview

PG/09.26/6a – a fault on the sensor on the door into the bar area has been replaced due to a fault that kept triggering the alarm during out of hours

PG/09.26/6b – the fault on the alarm system has highlighted gaps in the out of hours system and needs to be reviewed – who attends and when and safety of staff attending out of hours. RG asked committee to consider an out of hours alarm response service. 2 verbal quotes were shared. Committee have requested a third quote and an idea of how many calls out Chief Officer has received in the last 12 months. To be brought back to next meeting

PG/09.26/6c – confirmed that the maintenance on the heating and air conditioning systems has been completed on 18.08.2026. No issues. Next due Feb 2027

PG/09.26/6d – Lumiere above new single fire door has now been installed and added to emergency lighting checks

PG/09.26/6e – Replacement low wattage lights in reception have now been completed and set to daylight settings. Guarantee for 5 years

PG/09.26/6f – The painting of the function room has nearly been completed with just the ceiling to be completed by the end of the week. Positive feedback received from hirers

PG/09.26/6g – The bar agreement has been agreed and given to the licensee for signing

PG/09.26/6h – Have been unable to locate anyone to inspect flagpole at PGCC. Hednesford Park have confirmed that they do not inspect their flagpoles. Members suggested speaking to Hednesford in Partnership as they have recently installed a flagpole in Anglesey Gardens

PG/09.26/6i – RG provided an update on progress to date with moving to online card payments. As HTC use Scribe booking system, we would potentially have to use Stripe as the provider. Fees are 1.5% plus 20p per payment. Members requested further information on:

- If there is a tie in period
- Does the % go up
- Are credit cards rates different or the same

- Is business being lost due to not having card payments

RG informed that bookings are not ever cancelled or not booked because they cannot pay by card although could potentially lose online customers who would prefer to pay online rather than via BACS or go elsewhere while potentially waiting for a response. Officer time also needs to be considered due to length of time to action a current booking. Further investigation required

PG/09.26/6j – Cleaning of function room chairs is ongoing. Cllr A Roden has finished the bench he has made for PGCC and will bring it in next week

PG/09.26/7 – Members enquired if CIL funds can be used for PGCC flagpole once a quote has been received

PG/09.26/8 -

Resolved: That the car park winter signs be approved subject to small grammatical amendment of a comma after the word conditions
Proposed: Cllr G Samuels. Seconded: Cllr R Turville. 6 agreed.

PG/09.26/9 –

Resolved: That the PGCC Committee meetings start time is changed from 7pm to 6.30pm to fall in line with the start time of other HTC meetings
Proposed: Cllr G Samuels. Seconded: Cllr R Turville. 6 agreed.

PG/09.26/10 – RG extended an invitation to the Hubs 3rd birthday to all Members and to let the Community know if they intend to attend

PG/07.26/11 - Date of next meeting – Tuesday 10th November 2026 at 6.30pm

Meeting closed at 7.46pm

Signed:

Date: