



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

30 January 2015

TO: MEMBERS OF THE PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 5th February 2015**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

Clerk

AGENDA

1. APOLOGIES FOR ABSENCE 

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3.  CONFIRMATION OF MINUTES 

To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 4th December 2014.

4. DECLARATIONS OF INTEREST 

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** any questions made by members of the public.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes, or such other period determined by the Chairman of the meeting.

6.  FORMAL ADOPTION OF TERMS OF REFERENCE 

Members are asked to **CONFIRM** that they formally Adopt the REVISED Terms of Reference for this Committee, a copy of which is attached at **APPENDIX 1**. The CONFIRMATION will need a formal RESOLUTION to be AGREED.

7. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK 

- a. Members are asked to **NOTE** that refurbishment of the hall floor was completed during the shut-down period.
- b. Members are asked to **NOTE** that the area of the car park which required surfacing has now been completed, together with the lining of car parking spaces.
- c. A suggestion has been made that Members may wish to **CONSIDER** having the outside walls of the hall painted to make the building look more appealing. Volunteers would be needed to assist with the painting
- d. Members are asked to **NOTE** that the Chairman recently arranged for a plumber to attend the hall to resolve the issue of the urinals not flushing. The plumber also fitted a shut-off valve for the water supply, this is located in the electric cupboard.

8. LEGIONELLA TESTING

The Chairman of this Committee recently attended a training course on Legionella. H2O carried out their final test in December 2014 and Members are asked to **NOTE** that future monthly tests will be carried out by Cllr Spearman.

9. PAT TESTING 

The portable appliances were last tested in July 2013. Although there is no legal requirement for the appliances to be tested on an annual basis, Members are asked to **CONSIDER** if an appointment for PAT Testing should be arranged, bearing in mind that the hall is used by members of the public.

10. QUIZ NIGHTS 

Now that work to the car park has been completed, a suggestion has been made that the Committee may wish to continue holding quiz nights to raise money for repairs and improvements to the hall. It has been suggested that the next event could be held to raise funds for a replacement door in the extension. Members are asked to **CONSIDER** this request.

11. CARETAKER HOLIDAY DATES


Members are asked to **NOTE** that the Caretaker will be on holiday from Friday, 13 March to Sunday, 15 March 2015. Mrs Hawkins and Mrs Abbot have kindly agreed to cover the caretaking duties for this period.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

13. CHAIRMAN'S REPORT

To **RECEIVE** a brief report from the Chairman on other matters appertaining to the Committee.

14. OTHER REPORTS

- a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers
- Epping Spiritualist Church
 - Mums and Tots
 - Flower Club
 - Harlow Bowmen
 - Thornwood Seniors
- b) Bookings Secretary Report
To **RECEIVE** a report relating to the hire of the hall.
- c) Caretakers Report
To **RECEIVE** a report relating to the housekeeping of the hall.
- d) Financial 
To **RECEIVE** a report relating to any financial matters attributable to this Committee.
- Cheque lists for December 2014 and January 2015 will be made available at the meeting.

15. OTHER URGENT BUSINESS

To **NOTE** any matter of an urgent nature which a Member or the Clerk may wish to draw to the attention of the committee and or request to be included in the Agenda for the next meeting of the Parish Council or this Committee.