



# NORTH WEALD BASSETT

## PARISH COUNCIL

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*Clerk to the Council*  
Susan De Luca

27 February 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, 5<sup>th</sup> March 2015**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

**Clerk**

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## 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 5<sup>th</sup> February 2015.

**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. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK** 

- At the previous Committee Meeting, Members considered a suggestion to paint the outside walls of the hall. Members are now asked to **CONFIRM** that they wish to go ahead with this and to agree a date and a paint colour.

**7. CLERKS UPDATE AND COMMUNICATIONS REPORT**

- PAT Testing – arrangements have been made for this to be carried out on Friday, 6 March 2015.
- Fire Alarm – the yearly maintenance check was carried out on Tuesday, 24 February 2015, Cllr Hawkins was in attendance.

**8. CHAIRMAN'S REPORT**

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

**9. HALL HIRE FEES**

Members are asked to **CONSIDER** if they wish to increase the hall booking fees for the financial period 2015/2016 and, if so, to agree figures. A copy of the current Booking Fees is attached to the agenda. Members are asked to **NOTE** that in March 2014, the following increases were agreed:

- Parishioner Hire Rate – increase by £1.00 per hour
- Non Parishioner Hire Rate – increase by £1.00 per hour
- Storage – no increase agreed

**10. BOOKING SECRETARY HONORARIUM**

As Members are aware, the Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In March 2014, Members of this Committee agreed to give an honorarium to the Booking Secretary to cover the cost of the expenses she incurred whilst completing the task of Booking Secretary. The honorarium was for a 12 month period and was for £350.00.

Members are asked to **CONSIDER** giving the Booking Secretary an Honorarium for the coming 12 months and, if so, to agree a suitable figure. The Clerk to the Parish Council would like to remind Members of the increasing cost of postage and the cost of calling a mobile phone.


**11. FUNDRAISING**

At the previous meeting, Members discussed the suggestion of holding film shows to raise funds for the hall. A verbal update will be given at the meeting.

**12. HALL HIRE REQUEST**

The Booking Secretary has received a request from North Weald Mums Group to waive the fees for an event to be held on 13 June 2015. Following the recent vandalism of the play area, the Group have decided to hold the event to raise funds for security equipment to be installed. Members will be aware that North Weald Mums Group raised the funds for the installation of the new play area which was opened to the public in October 2014. Members are asked to **CONSIDER** this request.

#### **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.
  - A cheque list for February 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.