



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca





24 September 2014

TO: MEMBERS OF THE THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE** which will be held on **Thursday, 2 October 2014**, in the **Thornwood Common Village 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 14th August 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. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Members are asked to **NOTE** that the Clerk to the Council has submitted an application for grant funding from CIF for the surfacing of the un-surfaced part of the car park.

7.  WATER HYGIENE TEST

A water hygiene test was carried out on Thursday, 4 September 2014 and it was noted that the technician had made the following comment on the Service Report Sheet: “temps low in Fortic in kitchen”. Following further investigation, a Risk Assessment has been carried out specifically on the Zip Boiler (which is the unit which heats the water for tea/coffee) by the Principal Finance and Administrative Officer. A copy of the Risk Assessment is attached to this Agenda. Members are asked to **NOTE** that this unit will require draining on a weekly basis during times when the hall may not be in regular use.

8. BUDGET/PRECEPT ITEMS 

Members are asked to **CONSIDER** any items which they may wish to put forward for the Parish Council’s Precept/Budget Meeting to be held on 17 November 2014.

9. QUIZ NIGHT 

Members are asked to **CONSIDER** a suitable date for the next quiz night to raise funds for the surfacing of the car park.

Members are **REMINDED** that Thornwood Seniors will be holding their Race Night on Friday, 3 October 2014. Thornwood Seniors have kindly agreed that all proceeds from this event will be put towards the car park fund.

10. CLERKS UPDATE AND COMMUNICATIONS REPORT


- There has been a planning application for Popplewells and we understand that the application may come back to the Parish Council. If it does, the Clerk to the Council is suggesting that we look for a Section 106 Agreement for a commuted sum towards the village hall.

11. CHAIRMAN’S REPORT

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

12. 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 August 2014 will be made available at the meeting.

13. 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.