



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

25 April 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 VILLAGE HALL AND PLAYING FIELD COMMITTEE** which will be held on **Thursday, 1 May 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 6 March 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

Nothing to report at the time of preparing the agenda.

7. CLERKS UPDATE AND COMMUNICATIONS REPORT

The following items were **AGREED** by Parish Council Members at the last Parish Council Meeting:-

- Cancellation Fee for Bookings – it was agreed that if less than two weeks notice is given of cancellation, the whole hire fee should be forfeited (depending on the circumstances, discretion may be used).
- Increase in hall hire fees for the financial period 2014/15.
- Use of the Village Hall and Playing Field for the Thornwood Festival event to be held on Sunday, 29 June 2014.

8. CHAIRMAN'S REPORT

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

9. HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS

It was recently brought to the Parish Office staff's attention that the hall was not displaying the current poster regarding information on health and safety law. The current poster has since been purchased and displayed. Following this, the meeting clerk has obtained a copy of an information sheet published by ACRE's Village Hall Information Service, regarding health and safety legislation and village halls. The sheet explains the key statutory requirements as they affect village halls and provides those responsible with the information and documentation they need to address them. ACRE recommend that the following is in place:-

- Appoint one (or two) person(s) as their health and safety officer(s) to use ACRE information sheet to draw up appropriate records, advice and notices for the hall and oversee implementation of health and safety policy.
- Carry out a risk assessment at least every two years.
- Prepare a health and safety file, which is kept at the hall in a ring binder in case of query.
- Provide a copy of the information held in the health and safety file to every committee member.
- Ask the health and safety person(s) to go through the file at a village hall management committee meeting and encourage members to pass on the information to user groups.
- Ensure that the booking secretary makes all hirers aware of the health and safety policy for the hall and the fire evacuation procedures.
- Ensure that all hirers sign a written hiring agreement agreeing to abide by the terms and conditions given.

Members are asked to **CONSIDER** how they would wish to proceed with this matter.

10. CHARITY EVENT

A request has been received to hold a charity event to raise funds for a mobile cancer unit. Members are asked to **CONSIDER** waiving the hall hire fees for this event.

11. 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 March 2014 will be made available at the meeting.

12. 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.