



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

24th August 2018

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

You are hereby summoned to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 6th September 2018**, 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 7th June 2018, as attached at **Appendix 1**.

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.

If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.

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. HEALTH AND SAFETY UPDATE

- a) **Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.

7. HALL ALARM

As discussed at the previous Committee Meeting, a quotation has now been received from the alarm company to replace the remaining PIRs with a wireless system. The cost will be £385.00 (+ vat) for materials, plus an attendance fee of £75.00 (+ vat) (including the first half hour of labour), plus £35.00 (+ vat) per half hour thereafter. As agreed, this item will be put forward for consideration by the Parish Council at the Budget and Precept Meeting scheduled to be held towards the end of this year.

Following the previous Committee Meeting, the Pest Control contractor was informed of the alarm company's report and was asked to inspect the loft space on the next visit. Members are asked to **NOTE** that there have been no further incidents of the alarm being in 'tamper' mode.

8. UNWANTED CHAIRS

The Clerk to the Council has been contacted by a charity asking whether the Committee would be willing to donate the unwanted chairs to their organisation. The charity cleans the homes of parents / families battling chronic illness and terminal health conditions. It also grants special wishes to their unsung heroes – the children. The charity is in need of chairs and tables for their fundraising events. Members are asked to **CONSIDER** if they would like to support the charity by donating the unwanted chairs. Further details regarding the charity's work can be found at <https://www.grantasmile.org.uk/>

9. REMOVAL OF GARAGES

A verbal report will be given at the meeting.

10. CAR PARK

A verbal update will be given at the Meeting.

11. FUTURE FUNDRAISING / COMMUNITY EVENTS

- a) A verbal report will be given by the Vice Chairman regarding future fundraising events.
- b) Councillor Mary Crosby has posed the question: "*Do the Parish Hall Management Committee normally organise the Thornwood Village Day?*" Cllr Crosby has been advised that Mr and Mrs Hawkins organised the Thornwood Festival and that a decision was made by the Festival Committee that the event held in 2017 would be the last one.

A verbal report will be given by Cllr Crosby regarding Community Events.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

- **Misted Windows** – Following the previous Committee Meeting the Meeting Clerk has been in contact with the company who originally installed the windows to obtain a quotation for repair / replacement. The caretaker met with the contractor on the

18th June. Despite numerous telephone calls, a quote has still not been received. In light of this, the Meeting Clerk has contacted the company who will be replacing the front doors and hopes to arrange an appointment once the contractor has returned from holiday.

- **Royal British Legion – Poppy Appeal Collection 2018**
Volunteers are being looked for to assist with the Poppy Appeal Collection for Thornwood this year. If any member is interested, please contact the Parish Office and arrangements will be made to pass on contact details to the area organiser.

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:-
 - 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 Report
To **RECEIVE** a report relating to any financial matters attributable to this Committee.

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.