



## MINUTES

**Meeting:** THORNWOOD                      **Date:** 4 December 2014                      **Time:** 7.15 PM  
COMMON VILLAGE HALL AND  
PLAYING FIELD  
MANAGEMENT COMMITTEE

**Venue:** THORNWOOD COMMON VILLAGE HALL, THORNWOOD, EPPING ESSEX

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**PRESENT: Committee Members (11)**

Mrs S Hawkins, Cllr C Hawkins, Mrs J Abbott, B Cooper, Mrs D Shelley  
T Drane, R Sawyer, Mrs I Smith, P Hebden, Ms R Toms, Mrs L J Foster

**Also in Attendance (1)**

Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**TWVH.757 APOLOGIES FOR ABSENCE (4)**

**NOTED**, apologies for absence had been received from Cllr R Spearman, Mrs E Davis,  
Mrs V Robertson and Cllr B Clegg

**TWVH.758 OTHER ABSENCES (0)**

**TWVH.759 MINUTES**

Members **APPROVED**, as a correct record, the Minutes of this Committee Meeting held on  
2 October 2014.

**TWVH.760 DECLARATIONS OF INTEREST**

**NOTED** there were no declarations of interest.

**TWVH.761 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**TWVH.762 PARISH HALL**

- a. Members **AGREED** that, in future, Thornwood Common Village Hall would be known as  
**The Parish Hall at Thornwood Common.**
- b. Members noted that the maintenance of the Playing Field had, over the past few years,  
fallen back under the care of the Parish Council, for Health and Safety reasons. Therefore,  
Members **AGREED** that, in future, the Management Committee would be known as **The  
Parish Hall at Thornwood Common Management Committee.**

**TWVH.763 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

The Meeting Clerk informed Members that the Clerk to the Council had been successful in  
her application for the grant applied for from the Communities Initiatives Fund. The sum of  
£17,866 had been granted for the surfacing of the hall car park. On behalf of this Committee,

Mrs Hawkins asked that thanks be passed on to the Clerk to the Council for her work in successfully applying for the grant. All Members **AGREED**. Members **NOTED** that it is hoped that surfacing works would be completed during the New Year shut-down period.

**TWVH.764 BUDGET/PRECEPT ITEMS**

At the Parish Council's Budget and Precept Meeting held on Monday, 17 November 2014, Councillors agreed that a sum of £3,300 would be allocated towards the fund for the surfacing of the car park (£3,000 would be allocated from the cable works fund, which contains monies received from the Electricity Board for laying cables on Parish Council owned land). The Meeting Clerk confirmed that this decision had been ratified at the Parish Council Meeting held on Monday, 1 December 2014. **NOTED**.

**TWVH.765 RATES REBATE**

Members were advised that the Parish Council had received a rates rebate for the Parish Hall, for the sum of £5,201.00. Members **NOTED** that Councillors had agreed that these monies would be allocated towards re-stripping the floor at the hall. The Meeting Clerk confirmed that this decision had been ratified at the Parish Council Meeting held on Monday, 1 December 2014. Councillor Hawkins informed Members that he had met with two contractors, one of which had provided a quote for £3,800. Cllr Hawkins stated that he would be seeking a third quote before a decision is made as to which contractor to use. It is hoped that the work would be carried out during the New Year shut-down period.

**TWVH.766 CHARITY EVENTS**

At the previous Committee Meeting, Members had discussed charity events being held at the Parish Hall and whether or not the hall fees should be waived for these events (bearing in mind the cost of heating and lighting). Following discussion, Members **AGREED** that any requests received would be considered by the Committee on an individual basis.

**TWVH.767 QUIZ NIGHT**

Members **NOTED** that the next quiz night to raise funds for the surfacing of the hall car park is to be held on Saturday, 13 December 2014 at 7.30pm.

**TWVH.768 CLERKS UPDATE AND COMMUNICATIONS REPORT**

- A copy of the RCCE Village Halls and Community Buildings Update (October 2014) was attached to the agenda for Members perusal. **NOTED**.
- A copy of a letter received from Epping Forest District Council, Environmental Health Team, regarding changes to information that food businesses must give to their customers was attached to the agenda for Members perusal. **NOTED**.
- Possible water leak at Thornwood Allotments – This matter was reported at the previous Committee Meeting, Members **NOTED** that Cllr Hawkins had attended the site along with the allotment warden and they were unable to find any evidence of a water leak.
- Members **NOTED** the dates that the Parish Office would be closed during the Christmas and New Year period – closed from 1.15pm on Monday, 22 December 2014 until 9.15am on Monday, 5 January 2015.

**TWVH.769 CHAIRMAN'S REPORT** – No report available.

## TWVH.770 OTHER REPORTS

### a) Regular Hall Hirers

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – Club Members commented that the Hall Christmas decorations looked lovely this year.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith reported that the electricity had failed again during the annual Christmas lunch. Cllr Hawkins advised that a contractor from Epping Electrical had attended site to restore the power. The contractor advised that the phases would need to be split to prevent this from happening, which would cost between £2,000 and £4,000. Cllr Hawkins stated that this would need to be a top priority for January.

### b) Booking Secretary Report

November had regular bookings during the week. The hall is booked most weekends in December. There is a child's party and the Quiz Night on the 13<sup>th</sup>. On Sunday, 14<sup>th</sup>, there is the M&S party, music will be turned off at 11pm. There is another child's party and Lynette has booked New Year's Eve. For next year, there is a child's party booked for Sunday, 11 January. There is a child's party booked for 14<sup>th</sup> February and 30<sup>th</sup> May there is a booking for a 60<sup>th</sup> Birthday party. A lady has asked if she can put up a card advertising catering on the notice board. Members declined the request as the notice board is not used for the promotion of businesses.

### c) Caretakers Report

The Caretaker referred to the Bookings Secretary Report and asked if the contractor installing the new surface in the car park would ensure that the work is completed by Friday, 9 January 2015 (bearing in mind that there is a booking for a child's party on Sunday, 11 January 2015). Cllr Hawkins stated that the company would be asked to complete the work by that date.

The Caretaker reported that the floor polisher had broken down and that a new one had been purchased.

The Caretaker reported that the gutters at the front and back of the hall had now been cleared.

The Caretaker asked if the Chairman had been in contact with P J Margle's regarding the urinals. The Meeting Clerk stated that she would contact the Chairman.

The Caretaker referred to the Bookings Secretary report and asked what time the music for the New Year's Eve party would be turned off. The Bookings Secretary confirmed that the hall hirer's were aware that the music would be turned off at 12.30am.

The Caretaker mentioned that, during a recent play area check, he had found a set of golf clubs. Cllr Hawkins contacted that police and was informed that they were unable to take

them. Following discussion, it was **AGREED** that the golf clubs be mentioned in the Parish Council's advert in the next issue of North Weald Village Life magazine requesting that if anyone wishes to claim them, they should contact the Parish Office.

Ms Toms asked whether it would be possible for a sensor light to be installed, which would automatically switch on when unlocking the hall. Following discussion, it was **AGREED** that the Caretaker would turn on the switch that controls the light above the entrance door. Cllr Hawkins suggested that Members monitor this (to see if it solves the issue) and report back at the next meeting.

**d) Financial**

Members **NOTED** the cheque lists for September, October and November 2014. The Caretaker referred to cheque number 100471 for the sum of £140.40, payable to H20 Nationwide and asked why the amount was different (normally £108.00). The Meeting Clerk advised that the Principal Finance and Administrative Officer had queried this with H20 and they informed her that some additional checks had been carried out.

Members **NOTED** that the Chairman had recently attended a course on Legionella, a report would be given at the next meeting.

**TWVH.771 OTHER URGENT BUSINESS**

Members **NOTED** that arrangements had been made for a new notice board to be placed on the outside wall of the hall to replace the existing notice board.

Councillor Hawkins thanked Members who assisted with putting up the Christmas decorations.

Meeting closed: 7.55pm

Signed .....

Chairman

Date .....