



## MINUTES

**Meeting:** PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE  
**Date:** 5 February 2015  
**Time:** 7.15 PM

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

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**PRESENT: Committee Members (10)**

Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, Mrs J Abbott, B Cooper, Mrs V Robertson, Mrs E Davis, T Drane, Mrs I Smith, P Hebden, Ms R Toms

**Also in Attendance (1)**

Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**TWVH.772 APOLOGIES FOR ABSENCE (5)**

**NOTED**, apologies for absence had been received from Cllr R Spearman, Cllr B Clegg, R Sawyer, Mrs D Shelley, Mrs L J Foster

**TWVH.773 OTHER ABSENCES (0)**

**TWVH.774 MINUTES**

Members **APPROVED**, as a correct record, the Minutes of this Committee Meeting held on 4 December 2014.

**TWVH.775 DECLARATIONS OF INTEREST**

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

**TWVH.776 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**TWVH.777 FORMAL ADOPTION OF TERMS OF REFERENCE**

Members **CONFIRMED** that they had received a copy of the REVISED Terms of Reference for this Committee. All Members **AGREED** to formally adopt the REVISED Terms of Reference.

**TWVH.778 REPAIRS AND IMPROVEMENTS TO THE HALL**

- a. Members **NOTED** that the refurbishment of the hall floor had been completed during the shut-down period.
- b. Members **NOTED** that the new surfacing of the car park had now been completed.
- c. Members discussed the suggestion to paint the outside walls of the Parish Hall. All **AGREED** that it would make the building more visually appealing. Paint colour and a weekend date would be agreed at the next meeting. The caretaker informed Members that one of the outside walls has some damage, which will need repairing prior to painting and that Members should be aware that the surface of the walls will be hard to paint. Mrs

Davis offered to make enquiries, with regard to repairing the rendering, and would liaise with Cllr Hawkins. All Members **AGREED**.

Mrs Davis asked if the bottle bank would be returning to the car park. Cllr Hawkins informed Members that the recycling banks would not be returning and that the one for textiles would shortly be removed. Mrs Davis advised that empty bottles were still being left in the car park, even though there is no bank. Cllr Hawkins asked the Meeting Clerk to arrange for a notice to be placed in the car park, advising residents where the nearest bottle banks are located.

- d. Members **NOTED** that the Chairman had arranged for a plumber to attend the hall to resolve the issue of the urinals not flushing. The plumber fitted a shut-off valve for the water supply, Cllr Hawkins informed Members that this is located in the electric cupboard.

#### **TWVH.779 LEGIONELLA TESTING**

Members **NOTED** that the Chairman of this Committee had recently attended a training course on Legionella. H2O carried out their final test in December 2014. Members **NOTED** that future monthly water hygiene testing would be carried out by Cllr Spearman. Mrs Hawkins informed Members that the new log book had been placed in the kitchen cupboard, in readiness for the checks. The caretaker stated that when H2O attended the hall to carry out the testing, the water heater would be turned on in readiness for the check, therefore would it be possible for Cllr Spearman to advise the date and time that he would be testing the water. The Caretaker stated that a key would be needed to gain access to the cupboard in the ladies toilet. Cllr Hawkins advised that he had a key which could be used by Cllr Spearman. The Meeting Clerk stated that she would email Cllr Spearman with regard to the issues raised.

#### **TWVH.780 PAT TESTING**

The Parish Hall's portable appliances were last tested in July 2013. Although there is no legal requirement to have the appliances tested on annual basis, following discussion, Members **AGREED** that the Meeting Clerk should arrange for PAT testing to take place.

#### **TWVH.781 QUIZ NIGHTS**

Members considered the suggestion that the Committee may wish to continue holding quiz nights to raise funds for repairs and improvements to the hall. It had been suggested that the next event could be held to raise funds for a replacement door in the extension. All Members **AGREED** that the Committee should continue to raise funds in this way. Mrs Davis advised that she still had the raffle prizes for the Quiz Night which was to be held in December 2014. Members **AGREED** that the date of the next quiz would be Friday, 17 April 2015. Mrs Davis asked Members to let her know if they had any suggestions for topics.

#### **TWVH.782 CARETAKER HOLIDAY DATES**

Members **NOTED** that the Caretaker would be on holiday from Friday, 13 March to Sunday, 15 March 2015. Members thanked Mrs Hawkins and Mrs Abbott for kindly agreeing to cover the caretaking duties for this period.

### TWVH.783 CLERKS UPDATE AND COMMUNICATIONS REPORT

- Members **NOTED** that Baron Security Services carried out the annual service/inspection of the intruder alarm system on 30 January 2015. Cllr Hawkins was in attendance.
- Members **NOTED** that the Parish Council is in the process of changing bank accounts. A separate account will still be retained for the Parish Hall.
- Members **NOTED** that notification has been received from e.on advising that the current electricity plan ends on 11 May 2015. The Meeting Clerk is to compare prices and will give an update at the next meeting.

### TWVH.784 CHAIRMAN'S REPORT

Mrs Hawkins reported the following items:-

- Two new notice boards are now in place – **NOTED**.
- The railings at the far end of the car park have been put back – **NOTED**.
- The tree which had been causing problems with the electricity power cable had now been cut back – **NOTED**.

### TWVH.785 OTHER REPORTS

#### a) Regular Hall Hirers

- Epping Spiritualist Church – Ms Toms asked if she would be able to make payments to the Parish Council via a card. The Meeting Clerk explained that the Parish Council did not have the facility to take card payments.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith commented that the group were very impressed with the new surface in the car park and the refurbished hall floor.

#### b) Booking Secretary Report

The regular weekly bookings have started back again. There are quite a few children's parties booked in, one on Sunday and one next weekend on Saturday. On the 22<sup>nd</sup> there is a leaving party booked in, the people are going to China for two years. There have been lots of bookings/enquiries from outside of the village. March has a children's party on Sunday, 7<sup>th</sup> and on the 21<sup>st</sup> Ruth is booked in for the morning and on Sunday, 22<sup>nd</sup> it is the annual allotment meeting.

The Booking Secretary reported that she had received an enquiry from the National Childbirth Trust who wanted to book the hall for six weeks. The Booking Secretary quoted non-resident rates as the lady is from Epping. The lady thought that the rate was expensive, however, still wanted to have a look at the hall to see if it would be suitable. Cllr Hawkins commented that, perhaps, the Committee could consider offering residents rates, if it is a definite booking.

The Booking Secretary reported that a lady had viewed the hall as a potential venue for a dance exercise class, she would like the classes to be on Thursday evenings starting at 7.30pm. However, the first Thursday in the month would coincide with the Parish Hall Committee Meetings. Following discussion, Members **AGREED** that the Committee

Meetings could either be held following the exercise class or moved to a different evening. The Booking Secretary is to contact the lady to see if this would be a definite regular booking and will report back.

The Booking Secretary had also received an enquiry from a lady wishing to hold a dance exam at the hall, no date had been confirmed.

**c) Caretakers Report**

At the previous meeting there had been a request for the Caretaker to leave the outside lights on for evening bookings and that Members would report back. Both Ms Toms and Mr Cooper reported that they were very happy and would like this to continue. All Members **AGREED**.

During the recent hall closure, Members **NOTED** that the ovens had been cleaned and the fridges defrosted. The toilets were flushed and all the taps were run and the hot water boiler for making tea and coffee was run through a couple of times. The hot water boiler was also de-scaled.

The Caretaker expressed a concern that the contractor who refurbished the floor had taken longer than expected. The Caretaker thought that the contractor would be finished on the Friday so that the hall could be cleaned and aired in readiness for a booking on the Sunday. The Caretaker reported that the contractor's equipment was still in the hall at 9pm on the Friday evening. The contractor returned to the hall later that evening, after the alarms had been set, to collect his equipment and the alarm was activated. The Caretaker commented that careful attention needs to be paid to the hall closure dates if any work is to be carried out during the shut-down period to avoid any possible cancellation of bookings because the contractor has overrun. The Caretaker asked if the Clerk to the Council had passed on any details regarding the cleaning procedure for the refurbished floor, as the contractor had promised to email them. The Meeting Clerk stated that she had not received any information, however, she would investigate this further on her return to the Parish Office.

The Caretaker advised Members that one of the lights outside was not working. The fitting holding the bulb had rusted and the sensor is also showing signs of damage. Following discussion, Members **AGREED** that the Caretaker should purchase and install a replacement unit.

It was reported that a piece of fencing by the gate, which is fixed into the hall wall, had come away. Members **AGREED** that the Caretaker should make arrangements to replace the fixings.

**d) Financial**

Members **NOTED** the contents of the cheque lists for December 2014 and January 2015.

**TWVH.786 OTHER URGENT BUSINESS**

- a) Mrs Hawkins mentioned the formal car park opening event to be held on Friday, 27 February at 1.45pm, to which all Members had received an invitation. Mrs Hawkins advised Members that she had, along with Mrs Abbott, volunteered to do the catering on the day. Mrs Hawkins asked that the Committee's thanks be passed on to the Clerk to the Council for her work in securing the grant funding.
- b) Mrs Davis reported that she had caught two ladies placing rubbish in the Parish Hall's bin. An argument over the use ensued and Mrs Davis stated that the ladies threatened to complain about her to the Parish Office. Cllr Hawkins and the Meeting Clerk both confirmed that the Parish Office had not received a complaint.
- c) Mrs Davis asked if the land where the entrance gate is to the allotment belongs to the Parish Hall or to the allotment? Money from the allotment fund was recently used to purchase and lay brick edging. Cllr Hawkins stated that the allotment fund will be replenished at the Annual Allotment Meeting in March.
- d) Cllr Hawkins mentioned a conversation he had with a gentleman from Moreton who showed films in the village hall. He said that it is run properly, with popcorn and ice cream sold, as if it was being held in a cinema. The gentleman said that he would send details through to the Parish Office. Lengthy discussion ensued and Members agreed that it was a good idea for future fundraising events. Mrs Davis offered to find out about licensing and would speak to Mrs Hawkins about it and would also find out if she could borrow some equipment. All agreed that it would be a better idea to run the event themselves rather than engaging the services of someone else. This item will be placed on the next Committee Meeting Agenda for further discussion/update.

Meeting closed: 8.03pm

Signed .....

Chairman

Date .....