



**MINUTES**

**Meeting:** THORNWOOD  
COMMON VILLAGE HALL AND  
PLAYING FIELD  
MANAGEMENT COMMITTEE

**Date:** 5 June 2014

**Time:** 7.15 PM

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

**PRESENT:**        **Committee Members (11)**  
Cllr R Spearman, Mrs J Abbott, Mrs V Robertson, Mrs E Davis, B Cooper, T Drane,  
R Sawyer, Ms R Toms, Mrs I Smith, P Hebden, Cllr B Clegg

**Also in Attendance (1)**  
Joanna Tyler – Administrative Officer

**Members of the Public (0)**

**TWVH.714 ELECTION OF CHAIRMAN**

Mr R Sawyer **PROPOSED** Councillor Spearman for the office of Chairman, this proposal was **SECONDED** by Mrs I Smith, there being no other nominations, Councillor Spearman was duly elected as Chairman of the Thornwood Common Village Hall and Playing Field Management Committee for the current Municipal Year.

**TWVH.715 ELECTION OF VICE CHAIRMAN**

Mr R Sawyer **PROPOSED** Mrs S Hawkins, in her absence, for the office of Vice Chairman, this proposal was **SECONDED** by Mrs J Abbott. There being no other nominations, Mrs S Hawkins was duly elected as Vice Chairman of the Thornwood Common Village Hall and Playing Field Management Committee for the current Municipal Year.

**TWVH.716 APOLOGIES FOR ABSENCE (4)**

**NOTED**, apologies for absence had been received from Cllr C Hawkins, Mrs S Hawkins, Mrs L Foster, Mrs D Shelley

**TWVH.717 OTHER ABSENCES (0)**

None recorded

**TWVH.718 MINUTES**

Members **APPROVED**, as a correct record, the Minutes of this Committee Meeting held on 1 May 2014.

**TWVH.719 DECLARATIONS OF INTEREST**

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

**TWVH.720 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**TWVH.721 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

- Grant Funding

Members **NOTED** that the Clerk to the Council is in the process of applying to Essex County Council's Community Initiatives Fund for grant funding in respect of the refurbishment of the hall car-park. The Chairman stated that the Clerk has received two estimates for the works and is awaiting a third.

**TWVH.722 THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD  
MANAGEMENT COMMITTEE**

Members **NOTED** that, at the last meeting of the Parish Council (and at the continued recommendation of the Internal Auditor) Thornwood's cheque list was presented to Parish Council Members in a different format and payments were incorporated within the Parish Council's drawn cheques. However, Members of the Parish Council were unhappy with this and wished to keep the separate cheque book for Thornwood. However, to ensure that only expenditure that is actually expended on the Hall is detailed within the Annual Accounts, all other income and expenditure will be taken from the main Parish Council Account, this will then give a true account of expenditure on the Hall. Members **NOTED** that this Committee will still manage all aspects of the Hall and Playing Field as before.

Mrs Davis asked whether the information regarding profit and loss was now available (as mentioned at a previous Committee Meeting). The Meeting Clerk stated that she would speak to the Clerk to the Council and the Finance and Administrative Officer regarding this information.

**TWVH.723 HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS**

Members **NOTED** that this item was discussed at the Parish Council Meeting held on 12 May 2014 and that a decision to appoint a representative(s) from the Parish Council had not been agreed and therefore the matter would be placed on the next Parish Council Meeting Agenda for further discussion.

Members **NOTED** that it was agreed at the Parish Council Meeting held on 12 May 2014 that the Chairman of this Committee would be attending training on Legionella. The Chairman confirmed that he would be attending, however, no dates for training have been advised.

**TWVH.724 CHARITY EVENT**

Members **NOTED** that a request made by Councillor McCormack, a Member of North Weald Parish Council, to hold a charity event at the Hall to raise funds for a mobile chemotherapy unit, free of charge, was **AGREED** by the Parish Council. Members **NOTED** that Councillor McCormack would like to hold the event sometime in September, however, at the time of this meeting, no dates had been proposed.

**TWVH.725 NORTH WEALD VILLAGE LIFE MAGAZINE**

Members **NOTED** that an advert promoting the Hall would be published in North Weald Village Life Magazine on a monthly basis with effect from July. The Meeting Clerk

confirmed that payment for the advert would not be drawn from the Thornwood Common Village Hall Account.

**TWVH.726 CARETAKER HOLIDAY DATES**

Members *NOTED* that the Caretaker would be on holiday from Saturday, 5 July to Sunday, 20 July 2014. Mrs Hawkins and Mrs Abbott kindly agreed to provide caretaking cover for this period.

**TWVH.727 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members *NOTED* that a letter had been sent to Epping Spiritualist Church from the Chairman of the Parish Council, thanking them for their kind donation of £1,000.

Members *NOTED* that correspondence had been received by the Booking Secretary confirming cancellation of a booking for a party that was due to take place on Saturday, 31 May 2014. The hirer had stated that the cancellation was due to redundancy. The Meeting Clerk read out the contents of the letter. Following discussion, Members *AGREED* that the hiring fee should be refunded (a total of £135.60), as the hirer had given more than two weeks notice of cancellation. Councillor Clegg requested that a letter be sent from the Committee confirming the decision as to why a refund was agreed.

**TWVH.728 CHAIRMAN'S REPORT**

The Chairman informed Members that he had received a phone call from the Mothers and Toddlers Group advising that they were unable to close/lock the doors. When the Chairman attended the hall he found that the doors were locked and could not find any problem with them. The Chairman stated that he would again check the doors with the Caretaker following the meeting.

**TWVH.729 OTHER REPORTS**

**a) Regular Hall Hirers**

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – Mr Cooper reported that the address on the hall notice board was incorrect. The Meeting Clerk informed Members that the Parish Office was aware of this and she would speak to the Clerk to the Council/Finance and Administrative Officer regarding this.
- Thornwood Seniors – Mrs Smith asked whether the Committee could purchase an additional notice board for inside the hall as the one in the entrance is full up. The Meeting Clerk stated that the Committee could agree to purchase one, however, was there anything that could be removed from the existing board. Mrs Davis said that she would have a look and remove any out of date items.

**b) Booking Secretary Report**

Mrs Abbott informed Members that this Saturday there is a party booked and next

week there are bookings every day. Friday, 13 June is the Quiz Night and on the 14<sup>th</sup> there is the Cockney Night. On the 21<sup>st</sup> there is a family celebration and on the last weekend there is the Village Day. In July there is a booking for Circle and Swing, a children's party and Bridge Club, after that it is fairly quiet. Mrs Abbott advised that she had received a request for a fundraising event in aid of St Clare's Hospice to be held in October and asked whether or not the Committee would consider waiving the hall hire fee. The Chairman stated that the request would be referred to the Parish Council.

**c) Caretakers Report**

The Caretaker reported that the problem with the gutter had now been resolved, there was a sponge dice lodged in it which was causing a blockage. The downpipe from the extension has also been repaired. One of the lamps in one of the fire exit signs has been replaced and two additional spares have been purchased. The Caretaker mentioned that he had received a report of a leak in the men's toilet, however, he has been unable to locate it. Following discussion, Members thought that it may be one of the overflows, the Caretaker will continue to monitor.

The Caretaker informed Members that the Water Hygiene Test had been carried out on 23 May 2014 and that there had been no issues reported, the next test is to be carried out on 6 June 2014.

**d) Financial**

Members *NOTED* the cheque list for April and May 2014. The Chairman asked whether the problem with the Electricity Bill had now been resolved, the Meeting Clerk stated that she believed it had, however, the Finance and Administrative Officer is checking each bill when it arrives. Councillor Clegg asked why there was no listing for payments to H20 for the Water Hygiene Testing. The Meeting Clerk stated that two payments had been made in error in March, therefore the next payment due is for 23 May 2014, which will be paid in June.

**TWVH.730 OTHER URGENT BUSINESS**

There was no other urgent business to discuss.

**MEETING CLOSED: 7.45pm**

Signed .....

Chairman

Date .....