



NORTH WEALD BASSETT

PARISH COUNCIL

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6BZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

www.northweald-pc.gov.uk

Clerk to the Council
Susan De Luca

5th May 2017

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

You are hereby summoned to attend the **ANNUAL MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 11th May 2017**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

Clerk

AGENDA

1. ELECTION OF CHAIRMAN 

To **PROPOSE** and **SECOND** nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of acceptance of office of Chairman of this Committee.

2. ELECTION OF VICE CHAIRMAN 

To **PROPOSE** and **SECOND** nominations for the office of Vice Chairman of this Committee and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE 

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

5.  CONFIRMATION OF MINUTES 

To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 6 April 2017.

6. 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.

7. 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.

8. HEALTH AND SAFETY UPDATE

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

9. PARISH HALL ALARM SYSTEM

Members are asked to **NOTE** that an engineer from Baron Security Services Ltd attended the Parish Hall on 12 April 2017, to investigate false activations of the system which had occurred at random times and also on occasions when the alarm system was not set. A verbal report will be given at the meeting regarding this matter.

10. PURCHASE OF DEFIBRILLATOR

Members may recall, from the previous meeting, concern was expressed at the length of time taken to arrange for the purchase of a defibrillator for the Parish Hall. Members are asked to **NOTE** that a defibrillator has been ordered and paid for. The Clerk to the Council is currently awaiting a date for delivery. The defibrillator will be installed by The Community HeartBeat Trust's electrician. A copy of the invoice is attached to the agenda for Members perusal.

11. BANNER – SLIMMING WORLD

The Caretaker has reported that the Slimming World Group (sessions commence Saturday, 5th May 2017) have attached an advertising banner to the railings outside the entrance to the hall. Members are asked to decide how they wish to proceed with this matter.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT


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.
 - a) Electricity Supply Payments
Members may recall from the previous meeting, the Meeting Clerk was asked if details of payments made to E.ON could be made available for the past year. A record of the amounts paid covering 13.1.2016 to 10.2.2017 is attached to the agenda.
 - b) Accounts
Attached to the agenda is a detailed Profit and Loss Account for 2016/17 for Members perusal. Should any further information/clarification be required, please contact the Parish Council's Principal Financial Officer **prior to the meeting**.

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.