



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

24 September 2015

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

You are hereby invited to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 1st October 2015**, 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 3rd September 2015.

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.


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. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

7. CLERKS UPDATE AND COMMUNICATIONS REPORT

-  Members are asked to **NOTE** that an advert has been placed in the October issue of North Weald Village Life, detailing future events to be held in the Parish Hall. A copy of the advert is attached to the agenda.

8. CHAIRMAN'S REPORT

To **RECEIVE** a brief report from the Chairman on other matters appertaining to the Committee.

9. BUDGET/PRECEPT ITEMS 

Members are asked to **CONSIDER** any items which they may wish to put forward for the Parish Council's Precept/Budget Meeting to be held in November.

10. CAR PARK

Members are asked to **NOTE** that, at the Parish Council Meeting held on Monday, 7 September, it was agreed a total of five reserved parking spaces would be allocated to Jonen's, who, in return, would make a donation towards the upkeep of the car park. Councillor Hawkins has advised that there has been a change to the days and times that the reserved parking spaces would be occupied, these will now be Monday to Saturday from 6am to 9pm.

11. CHRISTMAS QUIZ NIGHT

Members are **REMINDED** that the Christmas Quiz Night is to be held on Friday, 20 November 2015.

12. CHRISTMAS EVENT – SUNDAY, 6 DECEMBER 2015

Members are asked to **NOTE** a change to the date of the Christmas Event. Councillor Hawkins has advised that the choir were unable to attend on Sunday, 13 December, however, they have confirmed that they are able to attend Sunday, 6 December and have been booked for this date. There is no change to the time of the event.

13. OTHER REPORTS

- a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers
 - Epping Spiritualist Church
 - 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

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

Epping Spiritualist Church

In light of recent problems with the financial administration of the Church, it has been suggested that the Committee may wish to request that any future bookings are paid for in advance. Members are asked to **CONSIDER** this suggestion.

14.  **HEALTH AND SAFETY** 

On Sunday 6th September 2015, the Responsible Person for Health and Safety (Adriana Jones) completed both a fire Risk Assessment, and a General Risk Assessment of the Parish Hall at Thornwood. A copy of both these documents are attached to the agenda. There are a number of Actions as a result of these two risk Assessments. Each Action has a completion date and person responsible ensuring it is completed. Items in Red are outstanding, items in Yellow are in progress, and items in Green have been completed. Committee Members are asked to **NOTE** the content of both Risk Assessments, and **AGREE** the necessary Actions. Committee members are also asked to **AGREE** the draft Health and Safety Policy for the Village Hall, as well as the amendments to the Booking Terms and Conditions. The Responsible Person will attend the meeting to discuss the findings of the Risk Assessment.

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.