



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

8 May 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, 14th May 2015**, 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 2nd April 2015.
- 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.

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. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

A verbal report will be given at the meeting.

9. CARETAKER HOLIDAY DATES

Members are asked to **NOTE** that the Caretaker will be on holiday from Saturday, 13 June to Sunday, 21 June 2015. Members are asked to **CONSIDER** what caretaking provisions need to be put in place to cover this period.

10. CLERKS UPDATE AND COMMUNICATIONS REPORT

- PAT testing – a verbal update will be given at the meeting.
- Electricity bill – Members are asked to **NOTE** that at the last Parish Council Meeting, it was agreed future bills would be paid by monthly Direct Debit, a 4% discount will be received on every statement.

11. CHAIRMAN'S REPORT

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

12. 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.

13. 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.