



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

27 November 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, 3rd December 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 5th November 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. HEALTH AND SAFETY - ASBESTOS

At the 5th November Committee Meeting, there was some confusion in terms of whether or not Asbestos was present in the Parish Hall at Thornwood. To clarify, a full asbestos survey was undertaken in November 2012, which identified that Asbestos was present in the village hall at the locations as detailed at *Appendix 1*. This was reported to the Committee at the time and is recorded in the minutes. The Committee are responsible for the management and repair of the village hall, and are responsible for the H&S associated with it. There is an explicit ‘**duty to manage asbestos**’ contained within the **Control of Asbestos Regulations 2006**, which means that the Committee has a legal duty to manage the risk from asbestos, or a duty to co-operate with whoever manages that risk.

In order to comply with these regulations, the village hall management committee should:

- Take reasonable steps to find asbestos in the premises and assess the condition of the materials (DONE)
- If the building was built before 2000 assume asbestos is present (DONE)
- Presume that materials do contain asbestos unless there is a strong evidence that they do not (DONE)
- Prepare a record of the location and condition of the materials and assess the risk from them (DONE)
- Prepare and implement a plan to manage the risk (OUTSTANDING)
- Provide information on the location and condition of the material to anyone is liable to disturb it (DONE)

If asbestos is deemed to be in ‘good condition’ and is not likely to be damaged or worked on or disturbed, it is usually safer to leave it in place and manage it. A regular review of it is required, hence the need for a plan to manage the risk – the only outstanding item above. The Committee must inform anybody involved in ‘*building and maintenance work*’ where the asbestos is and its condition. The Health and Safety Executive checklist for Village and Community Halls (used as one of the guidance tools when the Appointed Responsible Person completed the H&S check of the hall) asks the following question:

‘Is there a system in place (e.g. fixed warning signs) to ensure that asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?’

The Committee are now asked to **CONFIRM** how they would like to proceed with this, and what management plan they will be putting in place.

7. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Replacement of Zip Hydroboil Water Heater

Members are advised that problems have recently been experienced with the Zip Hydroboil Water Heater cutting out. The Parish Council’s Principal Financial Officer has sourced several possible replacements, details of which are attached at **APPENDIX 2**. Members are asked to **CONSIDER** how they wish to proceed with this matter.

8. CLERKS UPDATE AND COMMUNICATIONS REPORT

- A provisional date has been booked for Play in the Park 2016 at Thornwood Playing Field –

Monday, 8 August 2016 – 13.30 to 15.30

9. CHAIRMAN'S REPORT

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

13. 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

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

14. 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.