



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

26 February 2016

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 March 2016**, 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 4th February 2016.

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

a) Fire Exit Door (near to storage room)

Members are asked to **NOTE** that a contractor from Exterior Plas has adjusted the bolt, Councillor Hawkins was in attendance.

7. HEALTH AND SAFETY

Fire Exit Door Sign – Extension

A verbal report will be given by Cllr Hawkins.

8. CLERKS UPDATE AND COMMUNICATIONS REPORT

A verbal update will be given at the meeting.

9. CHAIRMAN'S REPORT

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

10.  HALL HIRE FEES 

Members are asked to **CONSIDER** if they wish to increase the hall booking fees for the financial period 2016/17 and, if so, to agree figures. A copy of the current Booking Fees is attached to the agenda. Members are asked to **NOTE** that in April 2015, the following increases were agreed:

- Parishioner Hire Rate – increase by £1.00 per hour
- Non Parishioner Hire Rate – increase by £1.00 per hour
- Storage – no increase

It should be noted that the Parish Council has not increased the precept.

11. BOOKING SECRETARY HONORARIUM 

The Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In April 2015, Members of this Committee agreed to give an honorarium to the Booking Secretary to cover the cost of the expenses she incurred whilst completing the task of Booking Secretary. The honorarium awarded was for £400.00 to cover a 12 month period.

Members are asked to **CONSIDER** awarding the Booking Secretary an honorarium for the coming 12 months and, if so, to agree a suitable figure. The Clerk to the Parish Council would like to remind Members of the increasing cost of postage and the cost of calling a mobile phone.


12. FUTURE FUNDRAISING IDEAS

A verbal update will be given by Mrs Davis.

13. NORTH WEALD BASSETT PARISH COUNCIL ANNUAL CIVIC AWARDS

Members are **REMINDED** that this Committee has been nominated to receive an award in recognition of the funds that they have raised for the Parish Hall. Recipients will be announced at the Annual Parish Assembly which is to be held on Monday, 21 March 2016, commencing at 7.30pm, at the Parish Hall.

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.

Following discussions which took place at the previous Committee Meeting, the Clerk has asked the Parish Council's Principal Financial Officer to produce a further report to detail a further breakdown of the parish hall's income and expenditure as at 30th January 2016. Members are once again reminded if there are any items that they are unsure of on this report to please contact any member of the Parish Council's staff for further clarification. A copy of the report is attached to the agenda for Members perusal.

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.