



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca





28 November 2014

TO: MEMBERS OF THE THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE** which will be held on **Thursday, 4 December 2014**, in the **Thornwood Common Village 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 2nd October 2014.
- 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. PARISH HALL 

- a. Members are asked to **CONFIRM** that, in future, Thornwood Common Village Hall will be known as **The Parish Hall at Thornwood Common**.
- b. Members will be aware that decisions for the maintenance of the Playing Field has, over the past few years, fallen back under the care of the Parish Council, for Health and Safety reasons. With this in mind, Members are asked to **AGREE** that, in future, the Management Committee be known as **The Parish Hall at Thornwood Common Management Committee**.

7. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

A verbal update will be given at the meeting.

8. BUDGET/PRECEPT ITEMS

At the Parish Council's Budget and Precept Meeting held on Monday, 17 November 2014, Councillors **AGREED** that the sum of £3,300 would be put towards the surfacing of the car park (£3,000 would be allocated from the cable works fund, which contains monies received from the Electricity Board for laying cables on Parish Council owned land). This is subject to change until formal approval is obtained at the next Parish Council meeting.

9. RATES REBATE

The Parish Council has received a rates rebate for the Parish Hall, for the sum of £5,201.00. Members are advised that Councillors have **AGREED** that this money will be put towards re-stripping the floor at the hall. This is subject to change until formal approval is obtained at the next Parish Council meeting.



10. CHARITY EVENTS 

At the previous Committee Meeting, Members discussed charity events being held at the Parish Hall and whether or not the hall fees should be waived for these events (bearing in mind the cost of heating and lighting). Members are now asked to **CONSIDER** how they wish to proceed with this matter.

11. QUIZ NIGHT

Members are **REMINDED** that the next quiz night to raise funds for the surfacing of the hall car park is to be held on Saturday, 13 December 2014 at 7.30pm.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

-  Copy of RCCE Village Halls and Community Buildings Update (October 2014) attached.
-  Copy of a letter received from Epping Forest District Council, Environmental Health Team regarding changes to information that food businesses must give to their customers.
- Possible water leak at Thornwood Allotments – this matter was raised at the previous Committee Meeting. Members are advised that Cllr Hawkins had attended the site


along with the allotment warden and they have reported that they were unable to find any evidence of a water leak.

- Members are asked to **NOTE** that the Parish Office will be closed from 1.15pm on Monday, 22 December 2014 and will reopen on Monday, 5 January 2014. Emergency contact details will be available on the office answer phone message.

13. 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.
 - Cheque lists for September, October and November 2014 will be made available at the meeting.

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.