



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

31 March 2017

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

You are hereby summoned to attend a **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 6th April 2017**, 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 9 March 2017.

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.

If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.

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

Members are asked to **NOTE** that a new commercial microwave has been purchased and installed in the kitchen.

7. HEALTH AND SAFETY UPDATE

As discussed at the previous Committee Meeting, Members are asked to **NOTE** that the following actions have been completed:-

- **Install protective socket covers** – the Responsible Person for Health and Safety placed covers in all sockets in the main hall area 19 March 2017.
- **Asbestos – yearly visual check** – Cllr Hawkins completed the visual check on 21.3.2017. The completed form has been placed in the Asbestos Register.
- **Portable Appliance Testing** – took place on Friday, 31 March 2017, one plug required replacing.

Visual check of Fire Exit route in extension – Members are asked to **AGREE** to undertake a visual check of this area during each Committee Meeting.

8. PARISH HALL ALARM SYSTEM

Members are asked to **NOTE** that an engineer from Baron Security Services Ltd attended the Parish Hall, on 10 March 2017, to investigate false activations of the system. The alarm had been activated following the Committee Meeting held on Thursday, 9 March 2017. Cllr Hawkins attended the hall and could find no reason for the activation. The engineer reset the system and confirmed that it was in full working order. A call out fee of £110 + vat was charged.

At the previous meeting, Members requested that the Meeting Clerk contact Baron Security Ltd to ascertain whether they were required to advise the Parish Office of alarm activations. Baron Security confirmed that this was not a requirement of the service agreement, it is only the keyholders who are contacted at the time of the activation.

Members are asked to **NOTE** that the Caretaker was required to attend the hall on Tuesday, 28 March 2017, to reset the alarm system.

9. CLERKS UPDATE AND COMMUNICATIONS REPORT

Fixed Price Electricity Plan E.ON – Members are asked to **NOTE** that the Parish Council's Principal Financial Officer has agreed a new fixed price plan with E.ON for one year commencing 11 May 2017. Prices are as follows:-

Standing Charge	27p per day
Normal	16.17p per kWh
Evening and Weekend	14.36 per kWh

The hall will continue to receive a 7% variable Direct Debit discount for monthly payments. By agreeing to the new fixed price plan an overall saving of £105.89 will be made.

Defibrillator – a verbal update will be given at the meeting.

10. CHAIRMAN'S REPORT

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

11. 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.

12. 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.

Members are asked to **NOTE** that the next Committee Meeting will be held on **Thursday, 11 May 2017**, due to voting taking place on Thursday, 4 May 2017.