



NORTH WEALD BASSETT

PARISH COUNCIL

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6BZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

www.northweald-pc.gov.uk

Clerk to the Council
Susan De Luca

30 June 2017

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

PLEASE NOTE THE TIME OF THIS MEETING

You are hereby summoned to attend the **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 6th July 2017**, in the **Parish Hall**, at **7.00 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 the Annual Meeting of the Parish Hall Management Committee held on 11 May 2017, attached at **APPENDIX 1**.

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. HEALTH AND SAFETY UPDATE

a) **Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.

b) **Fire Exit Illuminated Signs**

On Thursday, 22nd June 2017, the Clerk to the Parish Council and Senior Administrative Officer visited the hall to check on the installation of the defibrillator. During that visit it was noted that the hall was in use, therefore it was decided that a “spot check” of the fire exit illuminated signs would be undertaken. On checking the main hall, it was noted that the signs had not been switched on. The Clerk reminded those present that the signs should be switched on whenever the hall is occupied, for Health and Safety reasons.

In light of this, it has been suggested that the Committee may wish to consider replacing the illuminated signs with ones which are permanently switched on. Members of this Committee are therefore asked to **DECIDE** how they wish to proceed with this matter.

c) **Pest Control**

Members may recall from the previous meeting, agreement was given by the Committee for Rentokil to undertake works at the Parish Hall. Due to Rentokil requiring an upfront payment prior to commencement of works, Cllr Hawkins asked the Clerk to the Parish Council to look at an alternative company who he had seen in Thornwood. This company met with Cllr Hawkins and provided him with a quote. The quote was agreed and accepted with the Chairman of the Parish Hall and initial works have now been carried out. Further works will be carried out over the next three months. It was agreed that Thornwood Grounds Maintenance would carry out the structural work. However, a decision now needs to be made with regard to who will undertake the removal and replacement of the fouled insulation from attic.

7. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

a) **Damage to Windows**

Members are asked to **NOTE** that following the Jazz Club session held on Tuesday, 20th June 2017, the Caretaker reported that the arms on two of the windows in the main hall had been damaged. Cllr Hawkins made arrangements for repairs to be undertaken the following day.

b) **Broken window pane in entrance door**

Members are asked to **NOTE** that one of the window panes in the entrance door was accidentally damaged by a stone caught by the grass strimmer. Cllr Hawkins was present at the time and made arrangements for the broken pane to be made safe and organised for its replacement.

8. DEFIBRILLATOR

Members are advised that the defibrillator has now been installed on the outside wall of

the Parish Hall. The Chairman of North Weald Bassett Parish Council, Councillor Hawkins, has requested that the Community Training Awareness Session be carried out in conjunction with the Senior Safety Day which is being held at the Parish Hall on Friday, 14th July 2017. A representative from The Community HeartBeat Trust will in attendance from 11am. The Vice Chairman of this Committee has liaised with the organisers of the Senior Safety Day to arrange this.

Members are asked to **NOTE** that in order for the defibrillator to be registered with the Ambulance Service, the Clerk to the Parish Council was asked to provide details of the person who would be carrying out the weekly battery check on the defibrillator. This is the initial check to entail checking that the defibrillator is working ok by pressing a button. The check is then recorded on WebNos which is a management tool for keeping track of all aspects of Governance for defibrillators. The remainder of the Reporting will be carried out by the Office due to the fact that the equipment is a piece of Medical Equipment with **Potential Vicarious Liability** issues, please see attached schedule attached at **APPENDIX 2**. As such, it will be necessary for the following to be undertaken on a regular basis and recorded:-

- Initial installation records, compliance and equipment manifest
- Weekly, Monthly, Annual checks in line with DoH and MHRA recommendations
- Instant reports to record usage of the defibrillator, reporting out of action and back in action details
- Reporting to the Resuscitation Council on rescue details
- Training records
- Equipment consumable resupply and/or replacements
- Statutory notifications, investigations and outcomes
- Coroner reports; ambulance service reports; stakeholder reports; insurance reports; CQC
- A full history of the equipment, its usage, changes to the configuration, battery and electrode replacement dates and other required audit information

Members are asked to **NOTE** that the Caretaker has agreed to carry out the battery check once a week, confirmation of which will be emailed to the Parish Office staff, who will then have to record and undertake the checks on the WebNos system.

Members are asked to **NOTE** that arrangements have been made to insure the defibrillator and cabinet via the Parish Council's insurers for the sum of £2,000. Public Liability cover, including Duty of Care has also been included. There will be no additional cost for the cover, until renewal of the Parish Council's insurance policy. A copy of the email confirmation from Zurich Insurance is attached at **APPENDIX 3**.

9. ALARM

Members are asked to **NOTE** that the Parish Clerk had requested that the Caretaker continue to set and unset the alarm system for the Spiritualist Group sessions, until the 31st July 2017. Members of this Committee are now asked to **DECIDE** whether they wish to proceed with this arrangement and if so, to consider the financial implications.

10. CAR PARK

Members may recall, from the previous meeting, that a donation had been received from Clearwater Care towards the upkeep of the car park. The Parish Office has also received a donation from Jonen's for the sum of £1000. Members are asked to **DECIDE** if they still require car parking permits to be issued.

11. CLERKS UPDATE AND COMMUNICATIONS REPORT

12. 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 Report

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.