



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

1 February 2019

### **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, 7<sup>th</sup> February 2019**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

#### **Clerk**

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### **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 6<sup>th</sup> December 2018, as attached to the agenda.

#### **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**

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

**7. CAR PARK**

Members are advised that two A Boards have been purchased, together with 5 traffic cones, to be used in the car park entrances on days when there are large events being held.

**8. NEW TABLES**

Members may recall that Thornwood Seniors recently held a fundraising event to purchase Round tables. They would now like to order six 5ft round blow moulded trestle tables. Members are asked to **AGREE** where and how the tables will be stored prior to them being ordered.

**9. PDSA PETCHECK**

The PDSA Petcheck service vehicle will be visiting the Epping Town Show on Sunday, 7<sup>th</sup> July and are looking for other locations to visit in the area. Epping Town Council has asked if the Parish Hall would like the PDSA to visit on either the 9<sup>th</sup> or 10<sup>th</sup> July. The vehicle is of similar size to a transit van and would take up approximately 3 to 4 car parking spaces. Members are asked to **CONSIDER** this request.

**10. BUDGET / PRECEPT MEETING**

Councillors considered the requests put forward by this Committee at the Finance and General Purposes Meeting held on 17 December 2018. Members are asked to **NOTE** the following extract from that meeting with regard to the decisions made:-

Parish Hall Works

**a) Replacement PIRs** – *It was suggested that if these works were felt necessary by the Parish Hall at Thornwood Committee, the cost (£565) should be taken from the Structural Earmarked Reserve, and not specifically precepted for. It was suggested that perhaps a remote mobile phone linked activation / deactivation system should be considered by the Committee for the Alarm, as this would save money in the long run. It was noted that the new front doors had been fitted, and it was **AGREED** that the Parish Hall Committee should go back to the hall hirers who were unable to manage the alarm system, asking them to try again.*

**b) New Blinds** – *it was suggested that if these works were felt necessary by the Parish Hall at Thornwood Committee, the cost (£1,950) should be taken from the Structural Earmarked Reserve, and not specifically precepted for.*

**c) Replacement Internal Lighting** – *Councillors discussed this issue at length, including the reason for the need for this new lighting. Cllr Tyler advised that costs of a full change of the lighting system would be recouped back over a relatively short period of time by way of the electricity cost saving. It was **AGREED** that £2,000 should be taken from the Brent House Farm S106 funds to be put towards the cost of replacing the internal lighting at a future date, and that this should be considered again at the 2020/2021 budget meeting.*

**d) Painting**

It was **NOTED** the Committee wanted to repaint the entire inside of the hall, giving the example of recent works to Hastingwood Village Hall and how good the hall looks. It was suggested that the cost (£3,000) of such works should come out of the Structural Earmarked Reserve, and not specifically precepted for. Consideration should also be Given to the potential future lighting works, and the possible need for redecoration as part of the lighting change.

**11. CLERKS UPDATE AND COMMUNICATIONS REPORT**

- **Annual Allotment Holders Meeting** – Sunday, 24<sup>th</sup> March 2019
- **Annual Parish Assembly** – Monday, 25<sup>th</sup> March 2019
- **Citizen of the Year 2018** – The Parish Council are seeking nominations for the Citizen of the Year Awards. Further information and nomination forms have been placed in the agenda packs.

**Play in the Park** has been booked for the afternoon of Wednesday, 21<sup>st</sup> August.

**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.

The next Committee Meeting will be held on Thursday, 7<sup>th</sup> March 2019.