



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

28th June 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 7th JULY 2016**, 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 12th May 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**

- ↳ Leak in roof 23rd June, and future actions needed

**7. HEALTH & SAFETY**

- a) Fire Exit Illuminated Signs

Those hiring the hall are now responsible for switching the Illuminated Fire Exit Signs ON when they enter the building and OFF when they leave.

**8. COMMITTEE MEMBERSHIP**

At the May meeting, Cllr Hawkins confirmed he would approach the Epping Spiritual Sanctuary asking if they would like, as a regular hall hirer, to sit on the Committee of the Parish Hall. Cllr Hawkins to provide an update at the meeting.

**9. THORNWOOD FESTIVAL**

To receive an update on the success of the Thornwood Festival held on Sunday 26th June.

**10. PARISH HALL ALARM**

As Members of this Committee are aware the discussions regarding the activation of the Alarm have been going on for a considerable amount of time. This matter has been discussed by both this Committee and the Parish Council at considerable length.

It is understood that the only remaining Regular Hall Hirers still to confirm that they would take on the Responsibility of activating the Alarm were the Spiritualists and Flower Club. Councillor Hawkins has advised that he has spoken to the Spiritualist and they were happy to take on the responsibility, however the Clerk has received an email from the Flower Club who feel that they are not able to accept the responsibility.

As you will see from the minute of the Parish Council Meeting, Members now wish for those hirers attending the Hall to be responsible for activation of the Alarm.

The minute is self-explanatory, in summary meaning that Members agreed that the Caretaker should not have the responsibility of the alarm any longer from an agreed date in July. This date to be confirmed after Cyril Hawkins has spoken to the Flower Club Representative. However this was on the assumption the Flower Club would take on the responsibility.

Members of this Committee are now asked to consider how they wish to move forward in this matter, in relation to the activation of the Alarm on the days that the Flower Club are hiring the hall.

***Minute note as referred - C16.033 PARISH HALL AT THORNWOOD***

*Councillors discussed the recent issues concerning the Parish Hall at Thornwood, noting that one of those issues relating to personnel had now all but been resolved. Councillors discussed at great length the Alarm and how / whom is responsible for operating this and how often. After discussion, it was **AGREED** that the Chairman would arrange to meet with a representative of the Flower Club to confirm if they were now in a position to take on the responsibility of the alarm. Subject to this **AGREEMENT**, Members **AGREED** that the activation of the alarm would then be operated by the Regular Hall Hirers. The Clerk advised Members, that she had also put details in the report to them regarding the use of*

*the hall by occasional hirers and the activation of the alarm during this time. The Clerk reminded Members that they also had to consider who would have responsibility for the activation of the alarm outside of the regular hall hirer use and this was not only at weekends. It was agreed by Members that they felt occasional hall hirers would also be able to operate the alarm for the opening of the Hall, but maybe not the closing of the hall, as long as they had the relevant instructions on how to do so. The Chairman had suggested a card could be given with instructions on when the keys were collected. Members also discussed this at considerable length and it was felt that on these occasions, ie weekends then some addition remuneration may have to be considered if any addition unlocking or locking had to be factored in. However it was noted that the Caretaker does attend to clean the hall and to lock up on a weekend therefore these occasions would be limited. The Chairman would speak to the Flower Club at the earliest opportunity, in order to reassure them regarding the alarm.*

#### 11. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Receipt of £665.42 by way of a donation from the Thornwood Seniors towards a Defibrillator for Thornwood Village.

#### 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, including:
  - *Repairs to left hand entrance door*
  - *Repairs to cistern in ladies WC*
- d) Financial Report  
To **RECEIVE** a report relating to any financial matters attributable to this Committee, including:
  - *Final Accounts 2015/2016*
  - *2 x unpaid Cheques June 2016*
  - *Current Defibrillator funds*

#### 14. OTHER URGENT BUSINESS

To **RECEIVE** a report from Mrs Davis on the possible 1940's evening booking in September.