



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

3 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, 9th March 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 February 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.  **HEALTH AND SAFETY** 

On Thursday, 9th February 2017, the Responsible Person for Health and Safety (Adriana Jones) completed both a Fire Risk Assessment and a General Risk Assessment of the Parish Hall at Thornwood Common. A copy of both of these documents, together with copies of relevant photographs, are attached to the Agenda. There are a number of Actions as a result of these two Risk Assessments. Each Action has a completion date and person responsible for ensuring it is completed. Items in Red are outstanding items and items in Green have been completed. Committee Members are asked to **NOTE** the contents of both Risk Assessments and **AGREE** the necessary Actions.

7. **CAR PARK**

An update will be given at the meeting by Councillor Hawkins.

8. **PARISH HALL ALARM SYSTEM**

An update will be given at the meeting.

9. **CLERKS UPDATE AND COMMUNICATIONS REPORT**

A verbal report 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.