



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

30th November 2017

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

You are hereby summoned to attend the **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 7th December 2017**, in the **Parish Hall**, at **7.15pm** 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 Meeting of the Parish Hall Management Committee held on 2nd November 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) **Pest Control**

At the previous Committee Meeting, the Clerk to the Council was asked to contact the contractor who attended the hall in the Summer to undertake pest control visits. The contractor has verbally quoted the following costs to carry out monthly checks at the hall:-

- £30.00 per month to carry out internal checks
- £40.00 per month to carry out internal and external checks and to provide bait boxes to be sited around the perimeter of the building

Members are asked to **DECIDE** how they wish to proceed with this matter.

c) **Fire Exit / Electrical Testing Report**

A verbal report will be given at the meeting.

7.  DAMAGE TO HALL PREMISES 

The Clerk to the Council has received a report from the Caretaker of damage to one of the doors in the Men's toilets, following a party which was held on Saturday, 25th November 2017. The Clerk to the Council has written to the hall hirer advising that the Good Conduct Deposit of £150.00 is to be withheld, as per the Booking Terms and Conditions.

The Clerk has received an email from the Hall Hirer regarding the cashing of the Deposit Cheque, which will be read to the Management Committee, the Caretaker will also give a report.

The hall hirer is aware that the Parish Council's maintenance contractor is to carry out the repairs and that a refund of the difference will be given if the repairs amount to less than £150.00. However, should the cost of the repairs be more, an invoice for the difference will be raised and sent to the hall hirer. A photo of the damaged door is attached at **Appendix 2**.

In light of the above, Members are asked to **CONSIDER**, if the Good Conduct Deposit should be increased. It is currently set at £150.00 (or £250.00 if alcohol is consumed on the premises). A copy of the Booking Terms and Conditions is attached at **Appendix 3**.

8. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

a) **Replacement of Heaters**

Members are asked to **NOTE** that the four faulty heaters in the hall were replaced on Monday, 27th November 2017. The Caretaker was in attendance.

b) **Alarm System**

Members are asked to **NOTE** that arrangements were made for an engineer from Baron's Security to attend and install a Wireless Receiver and PIR to replace the damaged cable on Wednesday, 29th November at 2pm. Unfortunately, the engineer was delayed and the appointment subsequently cancelled. The appointment is to be rescheduled for the first week in January.

c) Leak – Kitchen Sink

Following a report of a leak from the Caretaker, the Parish Council's maintenance contractor has carried out repairs to the waste pipe under the sink and changed the washers on the taps. However there is a pinhole in the sink and this needs to be changed, the Parish Council's contractor has been asked to look to see if he can see if he can source a sink as it is of unusual size.

9. REGULAR HALL HIRERS

The Parish Council's Principal Financial Officer has requested that Regular Hall Hirers provide the following:-

- Confirmation of which groups hire storage cupboards
- A copy of each groups Public Liability Insurance Certificate

10. CAR PARK

**a) Request for use of Car Park for Thornwood Village Open Garden Event
Sunday, 24th June 2018 – 11am to 4pm**

Members are asked to *NOTE* that, following a formal request to the Parish Council, Councillors have agreed to grant permission for visitors to the Thornwood Village Open Garden Event to have use of the Parish Hall Car Park. The Parish Council have been advised that the event is in aid of St Clare's Hospice.

b) Unauthorised Parking

A verbal report will be given at the meeting.

11. BUDGET/PRECEPT ITEMS

Members may recall from the previous Committee Meeting, Mrs Davis volunteered to source a supplier for padded chairs. Unfortunately there has been no success in sourcing a supplier, therefore the Parish Council's Finance and Administrative Officer is to look into this further.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Christmas Quiz Night – 17th November 2017 – Mrs Davis has reported that the total sum raised was £328.00, the proceeds of which are to be donated to St Clare's Hospice.

13. CHAIRMAN'S REPORT

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

14. 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.

15. 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.