



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

28 January 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, 4th February 2016**, 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 3rd December 2015.

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 

Fire Alarm Maintenance Contract

An engineer from Ardent Fire & Security Ltd attended the hall on Thursday, 21 January 2016 to carry out the yearly fire alarm service. Cllr Hawkins was in attendance, no issues were identified.

Members are advised that Ardent Fire & Security Ltd have verbally offered to carry out the yearly service and maintenance of the hall's fire extinguishers at a cost of £40.00. This would be carried out at the same time as the fire alarm service. The current contract is with Anglia Fire Protection. Last year the charges for labour and parts amounted to £124.75. Members are asked to **CONSIDER** how they would like to proceed with this matter.

7. HEALTH AND SAFETY 

Fire Exit Door Sign – Extension

At the committee meeting held on 5 November 2015, Members agreed that the fire exit signs on the doors in the extension area should be removed. Cllr Hawkins has suggested that Members may wish to reconsider this decision. Members are reminded that should the committee decide to retain the fire exit sign, arrangements will need to be made to clear the fire exit route in the extension area.

8. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Play in the Park 2016 – confirmation of the date and time has been received:-
Monday, 8 August 2016, 13.30 to 15.30
- The Intruder Alarm routine service/maintenance and alarm monitoring contract with Baron Security Services Ltd has been renewed for a further year at a cost of £294.00 (inclusive of vat).
- Notification has been received from e.on regarding the renewal of the fixed price energy plan (the current plan ends on 11 May 2016).

9. CHAIRMAN'S REPORT

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

10. CARETAKER HOLIDAY DATES 

Members are asked to **NOTE** that the Caretaker will be on holiday for the 12th, 13th and 14th February 2016. Members are asked to **CONSIDER** what caretaking provisions need to be put in place to cover this period.

11.  FUTURE FUNDRAISING IDEAS 

At the committee meeting held on 3 December 2015, Mrs Davis suggested that Members may wish to consider holding a Barn Dance to raise funds for the Parish Hall. This suggestion was previously discussed at the committee meeting held in September 2015. Details of costs are attached to the agenda.

12. 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

To **RECEIVE** a report relating to any financial matters attributable to this Committee.

 Income & Expenditure Report (to 31.12.2016)

Attached to the agenda, for Members perusal, is a report detailing income and expenditure for the Parish Hall.

13. 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.