



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

19 December 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, 5th January 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 3 November 2016.

6. 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.

7. 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.

8. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Committee Members are asked to **NOTE** the following:-

- A replacement water heater has been purchased and installed at a cost of :-
£379.00 (purchase price – includes two spare water filter cartridges)
£ 45.00 (installation charge).
- Two illuminated Fire Exit door signs have been purchased at a cost of
£30.00. Cllr Hawkins is to make arrangements for the installation of the
fittings.
- A new internal lock and door handle for the hall entrance has been purchased
and fitted by the caretaker.
- Roof Lights – a report will be given at the meeting.

9. PARISH HALL ALARM SYSTEM

An update will be given at the meeting.

10. CAR PARK

An update will be given at the meeting.

11. BUDGET/PRECEPT ITEMS

Committee Members are asked to **CONSIDER** any items which they may wish to put forward for the Parish Council's Precept/Budget Meeting to be held in January.

12. CHRISTMAS TREE DONATION

The Clerk to the Parish Council has been contacted by a local resident who would like to donate a Christmas Tree (Norwegian Spruce) to the village. The tree has been grown in Thornwood and is 12 years old. It has been suggested that the tree could be planted near to the hall as a future village Christmas decoration or to enhance the nature reserve.

13. CLERKS UPDATE AND COMMUNICATIONS REPORT

14. CHAIRMAN'S REPORT

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

15. 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.

16. 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.