



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

28 May 2014

TO: MEMBERS OF THE THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE** which will be held on **Thursday, 5 June 2014**, in the **Thornwood Common Village Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

Clerk

AGENDA

1. **ELECTION OF CHAIRMAN** 
To **PROPOSE** and **SECOND** nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of acceptance of office of Chairman of this Committee.
2. **ELECTION OF VICE CHAIRMAN** 
To **PROPOSE** and **SECOND** nominations for the office of Vice Chairman of this Committee and, if there is more than one nominee, to vote thereon.
3. **APOLOGIES FOR ABSENCE** 
To **RECEIVE** any apologies for absence.
4. **OTHER ABSENCES**
To **NOTE** any absences for which no apology has been received.
5.  **CONFIRMATION OF MINUTES** 
To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 1st May 2014.

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.

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

- Grant Funding

The Committee are asked to **NOTE** that the Clerk to the Parish Council is in the process of applying to Essex County Council's Community Initiatives Fund for grant funding in respect of the refurbishment of the hall car-park.

**7. THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD
MANAGEMENT COMMITTEE**

8. HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS

Health and Safety Legislation and Village Halls – This item was discussed at the Parish Council Meeting held on 12 May 2014, a decision to appoint a representative(s) from the Parish Council has not been agreed, therefore the matter will be placed on the next Parish Council Meeting Agenda for further discussion.

Members are asked to **NOTE** that it was agreed at the Parish Council Meeting that the Chairman of this Committee will be attending training on Legionella.

9. CHARITY EVENT

Members may recall that a request was made to the Committee, by Councillor McCormack, a Member of North Weald Bassett Parish Council, to consider waiving hall hire fees for a charity event to raise funds for a mobile chemotherapy unit. This request was referred to the Parish Council. Members of the Parish Council have **AGREED** that the hall hire fees may be waived for this event. Councillor McCormack has stated that he would like to hold the event sometime in September.

10. NORTH WEALD VILLAGE LIFE MAGAZINE

Members are asked to **NOTE** that an advert promoting the hall will be published in North Weald Village Life Magazine on a monthly basis with effect from July.

11. CARETAKER HOLIDAY DATES 

Members are asked to **NOTE** that the Caretaker will be on holiday from Saturday, 5 July to Sunday, 20 July 2014. Members are asked to **CONSIDER** what caretaking provisions need to be put in place to cover this period.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

- A letter has been sent to Epping Spiritualist Church from the Chairman of the Parish Council, thanking them for their kind donation of £1,000.
- A letter has been received by the Booking Secretary confirming cancellation of a booking on Saturday, 31 May 2014. The hirer has stated that, due to redundancy, the party booked has unfortunately had to be cancelled. Members are asked to **DECIDE** whether the hiring fee should be refunded.

13. CHAIRMAN'S REPORT

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

12. OTHER REPORTS

- a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers
 - Epping Spiritualist Church
 - 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.
 - Cheque lists for April and May 2014 will be made available at the meeting.

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.