



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

1<sup>st</sup> June 2018

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

You are hereby summoned to attend the **ANNUAL MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 7<sup>th</sup> June 2018**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

**Clerk**

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### **AGENDA**

**A BENCH COMMEMORATING THE LIFE AND WORK OF CYRIL HAWKINS WILL BE UNVEILED PRIOR TO THE COMMENCEMENT OF THIS MEETING**

**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

19<sup>th</sup> April 2018, as attached at *Appendix 1*.

**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. If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.*

**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. MANAGEMENT COMMITTEE VACANCIES**

Members are **REMINDED** that there are currently 3 vacancies on the Management Committee.

**9. HEALTH AND SAFETY UPDATE**

**a) Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.

**b) Remedial Electrical Works**

Members are **ADVISED** that the remedial works required, as a result of the Electrical Condition Report have been completed. The electrical installation, together with the Emergency Lighting, has now been classed as having a ‘satisfactory’ status.

**c) PAT Testing**

Members are **ADVISED** that Portable Appliance Testing was completed on 10<sup>th</sup> May 2018. A total of 8 items were tested, all of which passed.

If any Committee Members have portable appliances stored in their cupboards which require testing, please advise the Meeting Clerk. Arrangements are being made for PAT testing to be carried out at the Parish Office and Committee Members may bring those items to the Parish Office for testing.

**10. HALL ALARM**

Members are **ADVISED** that on Bank Holiday Monday (28<sup>th</sup> May) the Caretaker reported via email that the hall alarm was in ‘Tamper’. Arrangements were made for an engineer to meet the Caretaker on Wednesday, 30<sup>th</sup> May to investigate the problem. The engineer reported the following:-

*“Found hallway pir going into intermittent tampers at random times. Beeped out cable and signs of cable damage. As long term replacement, advised replacing for wireless to eliminate rodent damage and customer agreed. Replaced for wireless pir and tested all ok. Office to invoice for £108 call out plus £54 for pir. Total of £162 to be invoiced”.*

**11. CAR PARK**

A verbal update will be given at the Meeting.

**12.  BUSINESS CONTINUITY MANAGEMENT PLAN**

At the Annual Meeting of the Parish Council, held on Tuesday, 8<sup>th</sup> May 2018, Councillors agreed to adopt a Business Continuity Management Plan for the Parish Hall, this is to be reviewed by the Parish Council on an annual basis. A copy of the plan is attached at *Appendix 2*.

**13. CARETAKER'S HOLIDAY DATES **

A verbal report will be given at the meeting.

**14. CLERKS UPDATE AND COMMUNICATIONS REPORT**

**Bulb Planting** – The Parish Council's Environmental Committee are looking for suggestions for any areas in Thornwood which Members of this Committee believe would benefit from bulb planting later this year. If any Member would like to assist with the bulb planting, please advise the Meeting Clerk.

**Recycling** – At the previous meeting, the Meeting Clerk was asked to investigate whether the refuse company which disposes of the hall rubbish, offers a recycle facility. The company has confirmed that it sorts the rubbish at its depot, sending items for recycling, therefore there is no need for hall users to separate their waste.

**Play in the Park** – is scheduled to take place on Tuesday, 31<sup>st</sup> July, 10am to 12pm.

**15. CHAIRMAN'S REPORT**

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

**16. 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.

**17. 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.