



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

23rd February 2018

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, 1st March 2018**, 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 1st February 2018, 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) Fire Exit / Electrical Testing Report

Members are asked to *NOTE* that at the Parish Council Meeting held on Monday, 5th February, Councillors agreed to accept the quotation received from Barrett Electrical to carry out the remedial works required as highlighted in the Electrical Testing Report, together with the works required for the Emergency Lighting.

7. REPAIRS/IMPROVEMENTS TO THE HALL 

Members are asked to *NOTE* the following:-

a) New Chairs

A total of 100 new banquet style type chairs have been purchased at a total cost of £1942.80. The old chairs have, for the time being, been stored in the garages. A volunteer from this committee is now looked for to take on the task of selling the chairs.

b) The Parish Council's contractor has attended the hall to carry out adjustments to the doors leading into the hall which were reported to be sticking at the last committee meeting.

8. SECURITY ALARM

Members are asked to *NOTE* that the key fobs for the alarm system have now been reprogrammed. The Caretaker was in attendance.

9. CAR PARK

Following discussion at the previous committee meeting regarding unauthorised use of the car park, Councillor Clegg offered to monitor the situation and record his findings over a four week period. A verbal report regarding this matter will be given at the meeting.

10.  HALL HIRE FEES 

a) Increase in Hall Hire Fees

Members are asked to *CONSIDER* if they wish to increase the hall booking fees for the financial period 2018/19 and, if so, to agree figures. A copy of the current Booking Fees sheet is attached at *APPENDIX 2*, together with details of other local hall hire fees, for information. Members are asked to *NOTE* that in February 2016 the following increases were agreed:-

- Parishioner Hire Rate – increase by 50p per hour
- Non Parishioner Hire Rate – increase by £1 per hour
- Storage – no increase

b) Hire Fees for Charities

At the previous committee meeting, Members may recall the discussion regarding the Possibility of charging a reduced rate for charities requesting to hire the hall. Members are asked to **DECIDE** how they would wish to proceed with this matter.

11. BOOKING SECRETARY HONOURARIUM

The Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In February 2017, Members of this Committee agreed to give an honorarium to the Booking Secretary to cover the cost of the expenses she incurred whilst completing the task of Booking Secretary. The honorarium awarded was for £475.00 to cover a 12 month period.

Members are asked to **CONSIDER** awarding the Booking Secretary an honorarium for the coming 12 months and, if so, to agree a suitable figure. Due to the increasing cost of postage, a supply of 50 2nd Class Large Stamps, together with a supply of envelopes has been provided by the Parish Office. However, the Clerk to the Parish Council would like to remind Members of the increasing cost of calling a mobile phone.

12. MEMORIAL TO CYRIL HAWKINS

At the Parish Council Meeting held on 5th February 2018, Members of this Committee are asked to **NOTE** that Councillors agreed that the following would be a fitting memorial to Cyril:-

*Discussion took place concerning the appropriateness of renaming the Parish Hall itself after Cyril, taking into account the fact that it needs to be identified as a Parish Hall, and considering what Cyril himself would have thought about this proposal. Cllr Mrs Jackman asked if the Clerk was aware of what Mrs Hawkins view would be, to which the Clerk advised that Mrs Hawkins would be very happy and honoured whatever was agreed. Cllr Mulliner **PROPOSED** that the main hall within the Parish Hall should be named 'The Cyril Hawkins Room', and that a bench with the inscription 'Mr Thornwood' should be located on the green at the rear of the hall. This was **SECONDED** by Cllr Stallan. It was also **AGREED** that a plaque should erected inside the hall to explain why the main hall had been named after Cyril.*

Cllr Clegg took this opportunity to ask that all references, signs, and information should relate to the Parish Hall at Thornwood, and not the Thornwood Village Hall.

13. NEXT COMMITTEE MEETING DATE

In light of the electrical works taking place in the week following Easter, the Committee Meeting scheduled to take place on Thursday, 4th April will need to be cancelled. The next available date for a meeting would be Thursday, 19th April. Members are asked to note that the Committee Meeting scheduled for 3rd May will also need to be cancelled due to EFDC local elections. The next available date after this would be Thursday, 7th June.

Members are asked to **AGREE** a date for the next Committee Meeting.

14. CLERKS UPDATE AND COMMUNICATIONS REPORT

a) Data Protection Act Training

Members are asked to **NOTE** that the Data Protection Act training scheduled to take place on Saturday, 10th March 2018 has been postponed.

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.

Fixed Price Electricity Plan – E.ON

Members are **ADVISED** that the Parish Office has received notification that the Fixed Price Electricity Plan is due to end on 10th May 2018. No new details of price changes have been received, however, as in previous years, E.ON have stated that as prices offered can change on a daily basis, they recommend that users call them to discuss in further detail. Bearing in mind that these offers have a limited timescale for acceptance, this Committee is asked to **DECIDE** if they are in agreement for the Parish Council's Principal Financial Officer to negotiate the best possible price band.

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.