



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

1 March 2019

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

You are hereby summoned to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 7<sup>th</sup> March 2019**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

### **Clerk**

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## **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 7<sup>th</sup> February 2019, as attached to the agenda 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**

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

**7.  HALL HIRE FEES **

Members are asked to **CONSIDER** if they wish to increase the hall booking fees for the financial period 2019/20 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 March 2018 the following amendments were made to the fees:-

- hourly rate charged to parishioners for Friday (6pm to Midnight) and Saturday (6pm to Midnight) was increased by £1.00
- hourly rate charged to parishioners for sessions booked Monday to Thursday (6pm to Midnight) was reduced by £1.00
- Storage Fees – no increase

**8. BOOKING SECRETARY HONORARIUM **

The Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In March 2018, 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 £500.00 to cover a 12 month period.

Members are asked to **CONSIDER** awarding the Booking Secretary an honorarium to cover the next 12 months and, if so, to agree a suitable figure. Members are asked to **NOTE** that due to the increasing cost of postage, a supply of 50 2<sup>nd</sup> Class Large Stamps, together with a supply of envelopes will be 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 from a landline.

**9.  HALL HIRERS BOOKING TERMS AND CONDITIONS **

Members are asked to **CONSIDER** if any changes are required to the Hall Hirers Booking Terms and Conditions. A copy of the current Terms and Conditions is attached at **APPENDIX 3**.

**10. CLERKS UPDATE AND COMMUNICATIONS REPORT**

- Annual Parish Assembly Monday, 25<sup>th</sup> March 2019, to be held in the Parish Hall.

**11. 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:-
  - 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.

**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.

The next Committee Meeting will be held on Thursday, 4 April 2019.