



NORTH WEALD BASSETT

PARISH COUNCIL

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6BZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

www.northweald-pc.gov.uk

Clerk to the Council
Susan De Luca

6 May 2016

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

You are hereby invited to attend the **ANNUAL MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 12th May 2016**, in the **Parish 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 3rd March 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

At the time of preparing the agenda, there were no items to report.

9. HEALTH & SAFETY

a) Fire Exit Illuminated Signs

Members are **REMINDED** that the illuminated Fire Exit signs must be switched on upon entering the building (even during daylight hours). This requirement is detailed in the Parish Hall Booking Terms and Conditions, a copy of which is attached to the agenda for information.

b) Bouncy Castles

Members are asked to **NOTE**, for information purposes, the following extract from the Parish Council Meeting held on 4th April 2016:-

C15.204 PARISH HALL AT THORNWOOD COMMON – USE OF BOUNCY CASTLES

Following the recent tragic accident involving a bouncy castle, the Clerk has investigated whether or not the Parish Council's insurance company wishes this Council to take any further measures to ensure the safety in the use of bouncy castles at events either at the Parish Hall or on the field at Thornwood Common. The Clerk confirmed she had approached the insurance company to establish if there were any specific safety measures the Council needed to take at this time, other than what is currently normal practice to ask for the public liability insurance certification for the supplier of the bouncy castle. Cllr Stallan asked for clarification as to whos liability it is if a bouncy castle was placed on the Common in Thornwood, to which the Clerk confirmed that public liability insurance certificates are always obtained, however the Parish Council would need to show it acted appropriately in all cases.

Cllr Buckley asked how often Bouncy Castles are used, to which the Clerk stated approximately 3/4 times per year. Cllr Buckley stated that if the public liability certificates are obtained, then there should be no reason why the use of bouncy castles should not continue. Cllr Stallan stated that although he understood what Cllr Buckley was saying, he would like to **PROPOSE** that a decision in terms of whether or not our procedure should be altered should be deferred until such time as the investigation into the Harlow accident is completed. Cllr Spearman **SECONDED** this proposal. A vote was taken with unanimous support for this decision.

9. RESIGNATION OF COMMITTEE MEMBER

Members are **ADVISED** that the Meeting Clerk has received notification from Mrs Victoria Robertson of her resignation from the Parish Hall Management Committee.

10. CARETAKER'S HOLIDAY

The Clerk to the Parish Council has been advised of the caretaker's holiday dates, a verbal update will be given at the meeting.

11. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Renewal of fixed price energy plan. As agreed at the previous committee meeting, the Parish Council's Principal Financial Officer has renewed the fixed price energy plan with e.on for 2016/17 as follows:-

- Standing Charge - 27p per day
- Normal Units - 12.69 per kWh
- Eve/weekend - 11.14 per kWh

This represents an annual saving of £698.22 per year, equating to 27%.

12. CHAIRMAN'S REPORT

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

13. 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.

14. 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.