



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

31st October 2018

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, 8th November 2018**, in the **Parish Hall**, at **7.15 pm** 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 this Committee meeting held on 4th October 2018, as attached to the agenda.

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. CAR PARK

As agreed at the Committee Meeting held in September, Members are asked to **NOTE** that the Clerk to the Council has made arrangements for an attendant to be present in the car park on the following days in December:-

- Monday, 3rd (West Essex Flower Club)
- Thursday, 6th (Thornwood Seniors Christmas Dinner)

8. BUDGET/PRECEPT ITEMS 

Following on from the previous Committee Meeting, Members are asked to **AGREE** any items required for the hall to be put forward for consideration at the Parish Council's Budget/Precept Meeting which is scheduled to be held in December. Members are **REMINDED** that quotes will need to be obtained for any items put forward.

9. CLERKS UPDATE AND COMMUNICATIONS REPORT

10. CHAIRMAN'S REPORT

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

11. 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.

12. 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.