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**DRAFT MINUTES**

**Meeting:** PARISH HALL AT  
THORNWOOD COMMON  
MANAGEMENT COMMITTEE

**Date:** 1 October 2015

**Time:** 7.15 PM

**Venue:** PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

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**PRESENT: Committee Members (10)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, Mrs J Abbott, P Hebden, T Drane, B Cooper, Mrs I Smith, Mrs D Shelley

**Also in Attendance (1)**

Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**PH.038 APOLOGIES FOR ABSENCE (4)**

*NOTED*, apologies for absence had been received from Mrs L Foster, Mrs E Davis, Cllr B Clegg and Mrs V Robertson

**PH.039 OTHER ABSENCES (0)**

**PH.040 MINUTES**

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 3 September 2015.

**PH.041 DECLARATIONS OF INTEREST**

*NOTED* there were no declarations of interest.

**PH.042 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**PH.043 REPAIRS AND IMPROVEMENTS TO THE HALL**

Nothing to report.

**PH.044 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members *NOTED* that an advert had been placed in the October issue of North Weald Village Life, detailing future events to be held in the Parish Hall. Mr Hebden asked whether the advert should refer to the hall as Thornwood Village Hall, rather than The Parish Hall at Thornwood Common, as he did not think that members of the public would recognise the name. The Meeting Clerk stated that all paperwork refers to the hall as “The Parish Hall at Thornwood Common”. Mr Hebden asked whether the sign above the entrance to the hall should be changed to reflect this. The Meeting Clerk stated that the sign had been measured and that she would speak to the Clerk to the Council regarding a replacement. The Chairman asked what the charge for the advert was. The Meeting Clerk advised that it was £19.00. All Members *AGREED* that the advert should be placed in the November issue of North Weald Village Life Magazine.

**PH.045 CHAIRMAN'S REPORT**

No report.

**PH.046 BUDGET/PRECEPT ITEMS**

The Chairman asked Members to consider if there were any items they would like to put forward for Parish Council's Budget/Precept Meeting to be held in November. Mr Hebden asked about the ongoing maintenance of the hall floor and whether funds needed to be put aside for it. Both the Chairman and Councillor Hawkins stated that they were not aware of any specialist treatment required and asked that the Meeting Clerk make enquiries regarding this. Councillor Hawkins mentioned the sealed unit which had "blown" on the double glazed window located near to the entrance of the hall looking out on to the car park. This unit is in need of replacement and Councillor Hawkins stated that he would arrange for a quote from Exterior Plas. Councillor Hawkins stated that there had been a lot of expenditure on the hall this year and did not think that anything else was required at the present time. All Members **AGREED** that the only item to be put forward to the Budget/Precept Meeting was for a replacement sealed unit for the double glazed window.

**PH.047 CAR PARK**

Members **NOTED** that at the Parish Council Meeting held on Monday, 7 September 2015, it had been agreed that a total of five reserved parking spaces would be allocated to Jonen's, who, in return, would make a donation towards the upkeep of the car park. Members **NOTED** that Councillor Hawkins had advised of a change to the dates and times that the reserved parking spaces would be occupied, these are now Monday to Saturday, 6am to 9pm. Mrs Abbott expressed concern with regard to the time on a Saturday, in light of any evening bookings. Councillor Hawkins advised that the spaces would only be used up until lunchtime on Saturdays, if at all. Mr Hebden asked if there was anything to say that the cars occupying the spaces had permission. Councillor Hawkins stated that he would be obtaining a list of the car registration numbers and each car would need to display a permit on the dash-board, the permit is produced on Parish Council headed paper. Councillor Hawkins confirmed that a copy of the list of registration numbers would be issued to Mr Hebden.

**PH.048 CHRISTMAS QUIZ NIGHT**

Members were **REMINDED** that the Christmas Quiz Night is to be held on Friday, 20 November 2015.

**PH.049 CHRISTMAS EVENT – SUNDAY, 6 DECEMBER 2015**

Members **NOTED** that there had been a change to the date of the Christmas Event. Councillor Hawkins had advised that the choir were unable to attend on Sunday, 13 December, however, they had confirmed their availability for Sunday, 6 December and had therefore been booked for this date (there is no change to the time of the event). Mrs Hawkins stated that it was her understanding, that the date (of the 13<sup>th</sup> December) had been incorrectly stated and that it had been her intention to organise the event for the 6<sup>th</sup>, adding that she did not know where the 13<sup>th</sup> had come from.

## PH.050 OTHER REPORTS

### a) Regular Hall Hirers

- Epping Spiritualist Church – no report. Councillor Hawkins advised Members that the ladies who had taken over the running of the church had been invited to attend the Committee Meetings.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – no report.

### b) Booking Secretary Report

The Booking Secretary reported that bookings for October are fairly quiet. There is a child's party this Sunday, Tuesday and Wednesday has regular bookings, the rest of the week and next weekend is free as is the following weekend. Tuesday, 20<sup>th</sup> is the Spiritualist Church and Sunday, 25<sup>th</sup> is dog training, then the last week has regulars, with the Spiritualist Church on the Friday. On the 1<sup>st</sup> November there is a child's party, a quiz night to raise money for the hall on Friday, 20<sup>th</sup> and a Ploughman's Lunch to raise money for the hall on the 22<sup>nd</sup>. There are a couple of children's parties at the end of November and the beginning of December.

The Booking Secretary reported that she had received a request from a lady asking whether guests attending a party at her house could park their cars in the Parish Hall Car Park. The guests would be leaving the party between 1am and 2am. The Booking Secretary stated that she had advised the lady that she would need to seek permission from the Management Committee. Councillor Hawkins expressed a concern regarding possible complaints from residents if they heard people using the car park in the early hours of the morning. Hall hirers are requested to turn off the sound at 11.30pm and are asked to vacate the hall by 12am. Following lengthy discussion, Members **AGREED** that they did not wish to set a precedent and asked that the Booking Secretary decline the request. Members **AGREED** that any future requests of this nature should also be declined.

### c) Caretakers Report

The Caretaker stated that there were no issues to report. Mrs Hawkins and Mrs Abbott did not have anything to report.

### d) Financial

#### Epping Spiritualist Church

The Meeting Clerk reported that a cheque for the sum of £741.00 had been received earlier this week in respect of the monies owed by the Epping Spiritualist Church. Members asked the Meeting Clerk if the Spiritualist Church now had access to funds in the bank account, to which she replied that she had no further information regarding the matter, and neither herself or the staff in the office would know this, only that the ladies who had taken over the running of the church had advised that they were still having problems obtaining cheque and paying-in books from the Bank.

Members **NOTED** the suggestion that, in light of the recent problems with the financial administration of the church, the Management Committee may wish to consider requesting any future bookings to be paid for in advance. Mrs Hawkins queried whether this would be for all regular users, the Meeting Clerk stated that this suggestion was referring specifically to the Spiritualist Church due to the financial concerns. Mrs Abbott stated that the church had enquired as to whether they could pay by Direct Debit. The Meeting Clerk stated that she did not think that this was possible and would have to check with the Parish Council's Financial Officer. The Meeting Clerk asked the regular hall users present if any of them had arranged to make payments for the hire of the hall by Direct Debit, to which they all replied no. Mrs Abbott stated that the church currently owed three weeks worth of hall hire fees and that she would be collecting the monies on Tuesday of next week. Several Members offered to accompany Mrs Abbott when she collected the hire fees, as concern was expressed about the large amount of cash that was due to be paid to her. Mrs Abbott thanked Members for their concern, but assured them that she was happy to collect the money on her own, stating that it would be paid to her discreetly prior to commencement of the Spiritualist's meeting.

Mrs Abbott stated that she was not sure what was happening with regard to the hourly rate being paid. The Meeting Clerk confirmed that the Spiritualist Church should now be paying full fees and that the Clerk to the Council had been in discussion with the church regarding this. Lengthy discussion ensued regarding the suggestion of requesting the hire fees in advance, following which all Members **AGREED** to allow the Spiritualist Church to continue as they are at the present time, however, this decision would be reviewed by the Management Committee on a regular basis. Committee Members were advised that an update on the Spiritualist Church was on the Parish Council Agenda for the October Meeting.

#### **PH.051 OTHER URGENT BUSINESS**

*The Chairman **AGREED** that this item could be brought forward, whilst the Committee were awaiting the arrival of the Responsible Person for Health and Safety (Adriana Jones).*

a) Defibrillator

Councillor Hawkins advised Members that he had recently attended an EALC conference and had picked up some information regarding Community Defibrillators. He explained that the Defibrillators are placed in an easily accessible location for use by the general public in an emergency. Training is not required, the machine "talks you through" the instructions should there be a need to use it. Councillor Hawkins stated that he thought it would be a good idea to contact the organiser and arrange for a demonstration, adding that the chairmen from Queens and North Weald Village Halls could also be invited to attend. All Members **AGREED** that this would be an invaluable piece of equipment for the community and requested that the Meeting Clerk make further enquiries regarding this.

b) The Meeting Clerk read out and Members **NOTED** the contents of an email received from Caroline Wiggins, Community Safety Manager, Epping Forest District Council.

c) MacMillan's Coffee Morning

Mrs Hawkins asked that thanks be passed to the Parish Council for the use of the hall for the MacMillan's Coffee Morning. The total money raised so far is £1380.00.

Councillor Hawkins thanked Mrs Hawkins and Mrs Abbott for organising the recent Ploughman's Lunch and bar, adding that another one is being arranged for Sunday, 22 November 2015.

**PH.052 HEALTH AND SAFETY**

As the Responsible Person for Health and Safety had been unavoidably delayed, the Chairman proposed that this item be included on the next Committee Agenda. The Chairman requested that Members bring the relevant paperwork to the next meeting.

Meeting closed: 8.00pm

Signed .....

Chairman

Date .....