



---

MINUTES

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

**Date:** 14 May 2015

**Time:** 7.15 PM

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

---

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

**Also in Attendance (1)**

Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**PH.001 ELECTION OF CHAIRMAN**

Mrs S Hawkins **PROPOSED** Councillor R Spearman for the office of Chairman, this proposal was seconded by Mr R Sawyer, there being no other nominations, Councillor Spearman was duly elected as Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH.002 ELECTION OF VICE CHAIRMAN**

Mrs J Abbott **PROPOSED** Mrs S Hawkins for the office of Vice Chairman, this proposal was seconded by Mr R Sawyer, there being no other nominations, Mrs S Hawkins was duly elected as Vice Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH.003 APOLOGIES FOR ABSENCE (5)**

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

\*Apologies received too late to be recorded at the meeting.

**PH.004 OTHER ABSENCES (0)**

**PH.005 MINUTES**

Mrs Abbott requested an alteration to the Minutes of the Committee Meeting held on 2 April 2015, as follows:-

- TWVH.800 Hall Bookings (b) should state that resident rates have been paid. The Meeting Clerk advised that she would make the amendment and print off a new copy for the Chairman to sign at the next Committee Meeting. All Members **AGREED**.

**PH.006 DECLARATIONS OF INTEREST**

**NOTED** there were no declarations of interest.

**PH.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**PH.008 REPAIRS AND IMPROVEMENTS TO THE HALL**

Members **NOTED** that the front of the hall had been painted. It was provisionally agreed that the remainder of the outside walls be painted next Bank Holiday Monday (25<sup>th</sup> May) subject to weather conditions. Cllr Hawkins advised Members that he and another volunteer would be looking to clean up the two end walls of the hall prior to the Bank Holiday. Cllr Hawkins also advised that he would be looking to use a different type of paint as the one used on the front wall had been difficult to work with. The Chairman had offered the use of a scaffold tower.

**PH.009 CARETAKER HOLIDAY DATES**

Members **NOTED** that the Caretaker would be on holiday from Saturday, 13 June to Sunday, 21 June 2015. Mrs Hawkins and Mrs Abbott kindly agreed to provide caretaking cover for this period, for which the Chairman thanked them.

**PH.010 CLERKS UPDATE AND COMMUNICATIONS REPORT**

PAT Testing – Members **NOTED** that the portable appliances had been tested on Monday, 11 May 2015, at a cost of £55.00. Cllr Hawkins was present during the testing and was advised by the contractor that the Henry hoover had failed the test. Therefore, The Clerk to the Council arranged for a replacement to be purchased the same day. The Meeting Clerk reported that, as requested at the previous Committee Meeting, she had researched the possibility of purchasing testing equipment, however this had proved to be too costly as the equipment had a starting price of £300 plus. Also the test needs to be carried out by a competent person, ie., the person needs to be qualified in order to sign off and provide a test certificate for the appliances tested.

Electricity Bill – Members **NOTED** that at the last Parish Council Meeting, Members agreed that future bills would be paid by monthly Direct Debit, as a 4% discount will be received on every statement.

**PH.011 CHAIRMAN'S REPORT**

The Chairman reported that the request from Epping Youth Football Club to use the playing field was discussed at the Parish Council Meeting on Monday, 11 May 2015. Following lengthy discussion, Members unanimously agreed that it would not be viable under Health and Safety reasons.

**PH.012 OTHER REPORTS**

**a) Regular Hall Hirers**

- Epping Spiritualist Church – Ms Toms informed Members that she would be moving away from the area in June. At the present time Ms Toms does not know whether someone will take over the running of the church.
- Mums and Tots – no report.
- Flower Club – Mrs Shelley reported that club members had commented as to how nice

the outside of the hall looked now that it had been painted.

- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith enquired, on behalf of one of her members, who would she need to seek permission from to install a mirror to aid reversing out of a driveway. Cllr Hawkins stated that Highways would need to be contacted and asked the Meeting Clerk to email details to Mrs Smith, following the meeting.

**b) Booking Secretary Report**

The Booking Secretary reported that the next couple of weeks in May have the usual bookings. Next weekend is free and then there is a family party booked. June starts with the usual bookings, the National Child Birth Trust start their first session. On Saturday, 13<sup>th</sup>, North Weald Mums have their disco and then on the Sunday there is a christening party. Then there are two bookings for the next weekend and the last weekend in June is the Thornwood Festival. The National Child Birth Trust have booked another five sessions, which takes them into December, they are very pleased with the hall. One of the hirers has praised the hall, saying how nice, bright and clean it is. The Booking Secretary reported that she had received an enquiry as to when the hall would reopen following the New Year shutdown period. Members **AGREED** that the hall would reopen on Monday, 11 January 2016.

**c) Caretakers Report**

The Caretaker reported that there had been more rubbish left in the bin outside, therefore a padlock and chain had been purchased. The padlock and chain will be removed on a Friday morning when the bin is emptied. Members were advised of the combination to remove the padlock.

The Caretaker reported that, on two occasions, it was found that the Mums and Tots had used some kind of tape on the floor which left a residue when removed. The Caretaker expressed concern that the solvent used to remove the residue would damage the newly refurbished floor. Following discussion, Members **AGREED** that a letter should be sent to the Mums and Tots requesting that they refrain from using tape on the floor.

The Caretaker reported that when the hall had been used for voting, there had been an issue with opening the front doors for wheelchair access, the door on the right-hand side would not unlock. Cllr Hawkins confirmed that he had contacted Exterior Plas regarding this issue.

**d) Financial**

The Meeting Clerk reported that the accounting system used by the Parish Council had been changed, therefore monthly cheque lists would no longer be produced in the same format. The Principal Financial Officer wished to know how the Committee would like to see expenditure reported in future. Following discussion, Members **AGREED** that they would be happy with a quarterly report.

**PH.013 OTHER URGENT BUSINESS**

- a) Mrs Abbot thanked Members for her Honorarium.
- b) Mrs Hawkins thanked Members who assisted with the painting of the hall. Cllr Hawkins requested that a letter of thanks be sent to Eric and John, two volunteers who assisted on the Bank Holiday Monday.
- c) Mrs Hawkins mentioned that a barn dance had been suggested as a fund raising event. Mrs Smith suggested that Members may wish to consider holding a bingo night. It would be run by the same person that Thornwood Seniors used for their race night. Mrs Smith is to forward details to Mrs Hawkins.

Meeting closed: 7.49pm

Signed .....

Chairman

Date .....