



---

**DRAFT MINUTES**

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

**Date:** 2 April 2015

**Time:** 7.15 PM

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

---

**PRESENT:** **Committee Members (12)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, B Cooper, Mrs V Robertson, Ms R Toms, Mrs I Smith, Mrs J Abbott, P Hebden, B Clegg, T Drane

**Also in Attendance (1)**

Joanna Tyler – Senior Administrative Officer

**Members of the Public (1)**

**TWVH.787 APOLOGIES FOR ABSENCE (2)**

**NOTED**, apologies for absence had been received from Mrs E Davis, Mrs D Shelley\*

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

**TWVH.788 OTHER ABSENCES (1) Mrs L Foster**

**TWVH.789 MINUTES**

Members **APPROVED**, as a correct record, the Minutes of this Committee Meeting held on 5 March 2015.

**TWVH.790 DECLARATIONS OF INTEREST**

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

**TWVH.791 QUESTIONS FROM MEMBERS OF THE PUBLIC**

A representative from Epping Youth Football Club asked if the Committee would consider giving permission for the team to use the Playing Field. Mr Shears advised Members that the club is a chartered standard club and is therefore governed by rules. The club would clear up after themselves and would not leave a mess. They would not need to use the Parish Hall for toilet facilities/changing rooms. If possible, the club would need to store their goal posts in a secure place. Concerns were expressed by Cllr Hawkins with regard to problems that had been experienced in the past with clubs that had used the field and failed to clear up afterwards.

Cllr Clegg said that he likes to encourage all club sports, however, a decision could not be made this evening, as a discussion would need to take place as to the pros and cons, questions such as who cuts the field and how often would need to be answered. Following lengthy discussion, it was agreed that this matter would need to be put to Full Council for a decision, as the Parish Hall Management Committee do not have responsibility for the Playing Field.

*\*The representative from Epping Youth Football Club left the meeting.*

Members discussed the matter further and **AGREED** that Cllr Clegg and Cllr Hawkins would meet to discuss the concerns raised. Each Member was asked to write down their concern. Cllr Hawkins stated that he would give a verbal report at the Parish Council Meeting.

**TWVH.792 REPAIRS AND IMPROVEMENTS TO THE HALL**

Members discussed the suggestion of painting the outside walls of the hall. It was agreed that, subject to the weather, this would be organised for the May Bank Holiday weekend. Members discussed paint colour for the walls and agreed that a stone colour, or similar, would be best.

**TWVH.793 CLERKS UPDATE AND COMMUNICATIONS REPORT**

PAT Testing – Members **NOTED** that the PAT testing was cancelled, at short notice, by the company booked to carry it out. The Meeting Clerk had tried on several occasions to rebook, to no avail, therefore Epping Electrical have been asked to provide a quotation. The Chairman asked if the Meeting Clerk could find out how much the equipment would cost and whether any specialist training is required to carry out PAT testing.

Fire Alarm – Members **NOTED** that the yearly maintenance check had been completed on Tuesday, 24 February 2015, Cllr Hawkins was in attendance. The Meeting Clerk reported that Ardent Fire & Security Ltd had offered to undertake the maintenance of the fire extinguishers for the sum of £50.00 per annum. The yearly maintenance service is currently carried out by Anglia Fire Protection, with the next one due in July 2015. The Meeting Clerk is to investigate further.

**TWVH.794 CHAIRMAN'S REPORT**

No report.

**TWVH.795 HALL HIRE FEES**

Members were asked to **CONSIDER** the possibility of increasing the hall booking fees for the financial period 2015/2016.

Following discussion, the Chairman asked Members to vote for the proposal of a £1.00 increase across the board, which was recorded as follows:-

Agreed: 11

Against: 1

Following which a £1.00 per hour increase was **AGREED** for parishioners and non-parishioners. With regard to storage costs, Members **AGREED** that an increase would not be recommended for 2015/16.

**TWVH.796 BOOKING SECRETARY HONORARIUM**

Members were reminded that the Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the committee and the Parish Council. Members **CONSIDERED** an honorarium for a 12 month period to be given to the Booking Secretary to cover the cost of the expenses she incurs whilst completing

the task of Booking Secretary. Following discussion, Mr Hebden recommended that the honorarium be increased by £25.00 to £375.00, Ms Toms recommended an increase of £50.00 to £400.00, bearing in mind the recent increase in postage stamps and the high costs involved with calling a mobile phone from a landline. Following discussion, all Members **AGREED** that the honorarium for 2015/16 be increased by £50.00 to £400.00.

#### **TWVH.797 FUNDRAISING**

Following a suggestion at the previous Committee Meeting to hold film shows to raise funds for the Parish Hall, Mrs Hawkins and Mrs Davis had investigated the matter further. Mrs Davis had emailed comments stating that the licence would be too costly to obtain and the Committee may not make the money back through ticket sales. Mrs Hawkins reported that one of the biggest issues is safe-guarding, anyone involved with running an event where children are present would need to attend a training course and be licensed, which again would incur costs. Members agreed that, although it had been a great idea, it would be far too costly to implement.

#### **TWVH.798 HALL HIRE REQUEST**

The Booking Secretary had received a request from North Weald Mums Group to waive the fees for an event to be held on 13 June 2015. Following the recent vandalism of the play area at Weald Common, the Group have decided to hold the event to raise funds for security equipment to be installed. Due to the cancellation of the Committee Meeting which was scheduled to be held on 5 March 2015, Members **NOTED** that a decision had been made to waive the hall hire fees, however North Weald Mums Group had been asked to pay liability insurance and PRS music licence costs.

#### **TWVH.799 OTHER REPORTS**

##### **a) Regular Hall Hirers**

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith asked if the issue with the electrics had now been resolved, bearing in mind the problems experienced at Christmas. Cllr Hawkins confirmed that the Clerk had been in contact with Epping Electrical regarding this matter. Mrs Walker, the caterer, had also commented to the Parish Office about the problems experienced.

##### **b) Booking Secretary Report**

The Booking Secretary reported that, in addition to regular bookings, there had been a child's party, the Allotment Meeting, Ruth and a Race Night. In April, there are bookings for an afternoon tea for a 90 year old lady, a child's party with a bouncy castle and 7 May there is voting. On the 17<sup>th</sup> April there is the Quiz Night to raise money for the hall and on the last weekend of the month there is dog training. North Weald Mums Group have sent a note thanking the Committee for agreeing to waive the hall hire fees for their disco in June, which is being held to raise money for the play area at Weald Common.

**c) Caretakers Report**

The caretaker asked the Committee if two new signs could be purchased stating:-

“VEHICLES ARE PARKED AT OWNERS OWN RISK”

These are to replace the metal sign currently placed in the window of the hall. The caretaker expressed concern that this sign could fall and hurt someone, bearing in mind that the Mums and Tots use the hall on a weekly basis. Members **AGREED** that two new signs should be purchased to be displayed outside on the wall of the hall and one in the car park area.

The caretaker reported that some of the gutter had come away again. Members **AGREED** that the caretaker should make arrangements to fix the gutter back in place.

**d) Financial**

Members **NOTED** the contents of the cheque list for February 2015.

**SUPPLEMENTARY AGENDA ITEMS**

**TWVH.800 HALL BOOKINGS**

- a) The Booking Secretary had received an enquiry from a lady regarding hiring the hall on Christmas Day. The lady wishes to organise Christmas Dinner for 50 people who would otherwise be at home on their own on Christmas Day. A request had not been made for hall hire fees to be waived. The Booking Secretary informed Members that the people attending are from Harlow, transport is being arranged for them. The caretaker stated that he is happy to do the caretaking on Christmas Day. The Booking Secretary confirmed that the lady is happy to pay non-resident prices. Members **AGREED** that the Booking Secretary should confirm the booking.
- b) Members **NOTED** that the National Child Birth Trust have hired the Parish Hall on the following Mondays (7pm to 10pm):-
- 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> June
  - 6<sup>th</sup> July
  - 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> August
  - 28<sup>th</sup> September
  - 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> October
- Non resident rates have been paid.

**TWVH.801 THORNWOOD FESTIVAL 28 JUNE 2015**

Following a request from the organisers of the Thornwood Festival, Members **AGREED** to the use of the Parish Hall and Playing Field free of charge.

**TWVH.802 CHRISTMAS LIGHTS/CAROL SERVICE – 2015**

Councillor Hawkins stated that for the past two years North Weald have had a Christmas Tree on the Village Green. The Christmas lights are battery powered therefore no electricity cables are required. Cllr Hawkins had suggested that the Parish Hall Management Committee may wish to consider holding a similar event in Thornwood. A Christmas Tree could be displayed outside of the Parish Hall, the lighting of which could coincide with a

MINUTES

Meeting: PARISH HALL AT THORNWOOD  
COMMON MANAGEMENT COMMITTEE

Date 2 April 2015

---

Carol Service. The Meeting Clerk informed Members that mulled wine and mince pies had been provided at the North Weald events at a cost of £98.54. The lights had cost £237.11, which was for four sets. Cllr Hawkins suggested that the event could be held on a Sunday afternoon, just as it is getting dark, in early December. Mrs Hawkins advised that she had contact details of a choir who may be available to sing. It was also suggested that the local school choir may be available. Following further discussion, Members **AGREED** that the event should be held on Sunday, 13 December 2015.

**TWVH.803 NEXT COMMITTEE MEETING**

The Chairman reminded Members that, due to voting taking place at the Parish Hall on Thursday, 7 May 2015, the next meeting would be held on Thursday, 14 May 2015.

Meeting closed: 8.25pm

Signed .....

Chairman

Date .....