



MINUTES

Meeting: THORNWOOD
COMMON VILLAGE HALL AND
PLAYING FIELD
MANAGEMENT COMMITTEE

Date: 2 October 2014

Time: 7.15 PM

Venue: THORNWOOD COMMON VILLAGE HALL, THORNWOOD, EPPING ESSEX

PRESENT: Committee Members (11)

Cllr R Spearman (Chairman), Mrs S Hawkins, Cllr C Hawkins, Mrs J Abbott, B Cooper,
T Drane, R Sawyer, Mrs I Smith, P Hebden, Ms R Toms, Mrs L J Foster*
*arrived 19.17

Also in Attendance (1)

Joanna Tyler – Senior Administrative Officer

Members of the Public (1)

Mrs S Rush (attended with Mrs Foster from Mums & Tots Group)

TWVH.744 APOLOGIES FOR ABSENCE (3)

NOTED, apologies for absence had been received from Mrs E Davis, Mrs D Shelley* and
Cllr Clegg*

*Received too late to be reported at the meeting.

TWVH.745 OTHER ABSENCES (1)

Mrs V Robertson

TWVH.746 MINUTES

Members **APPROVED**, as a correct record, the Minutes of this Committee Meeting held on
14 August 2014.

TWVH.747 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

TWVH.748 QUESTIONS FROM MEMBERS OF THE PUBLIC

There was one member of the public in attendance who did not have any questions.

TWVH.749 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Members **NOTED** that the Clerk to the Council had submitted an application for grant
funding from the Communities Initiatives Fund for the surfacing of the un-surfaced part
of the car park.

TWVH.750 WATER HYGIENE TEST

Members **NOTED** that a water hygiene test was carried out on Thursday, 4 September 2014

and that the technician had made the following comment on the Service Report Sheet: “temps low in Fortic in kitchen”. Following further investigation, a Risk Assessment had been carried out specifically on the Zip Boiler (which is the unit which heats the water for tea/coffee) by the Principal Finance and Administrative Officer. A copy of the Risk Assessment was attached to the agenda for Members perusal. Members **NOTED** that the unit will require draining on a weekly basis during times when the hall may not be in regular use.

The Chairman stated that the Caretaker had advised him that the heater takes up to twenty minutes to heat up to the correct temperature and that, on this occasion, the heater had not been turned on (the Caretaker had forgotten that the date of the test had changed from a Friday morning to a Thursday morning). Cllr Hawkins attended the hall to allow the technician to gain access and advised that the technician was in attendance for no more than seven minutes. The Caretaker advised that the heater is de-scaled during the two week shut-down period and it is then flushed through several times. The only other occasion when it is not used on a regular basis may be during the summer holidays when the regular hirers do not meet.

TWVH.751 BUDGET/PRECEPT ITEMS

The Chairman asked Members if there were any items that they wished to put forward for the Budget/Precept Meeting to be held on 17 November 2014. Cllr Hawkins suggested that the Committee asks for funding towards the car park. All Members **AGREED**.

Ms Toms asked whether the Committee should consider no longer allowing use of the hall free of charge, which would assist in raising funds for the hall. Ms Toms had recently held a charitable event and had not asked the Committee to waive the hall hire fees. Cllr Hawkins stated that there are only two events which are held every year, whereby the fees are waived and that is for the Thornwood Festival and Macmillan’s Coffee Morning. However, if an event is being held to raise funds for Parish Council assets, as in the case of the car park, then the hall hire fees are waived. The fees were also waived for the North Weald Mums Group, as the events held were to raise funds for a new play area at Weald Common. The Meeting Clerk stated that the only other request received was from Cllr McCormack, who had expressed a wish to hold a charitable event. Any requests are put forward to the Parish Council for approval.

TWVH.752 QUIZ NIGHT

Members **NOTED** that the Thornwood Seniors would be holding a Race Night on Friday, 3 October 2014, in order to raise funds for the surfacing of the hall car park. Mrs Smith informed Members that a total of ninety seven tickets had been sold for the event.

The Chairman asked Members if they had any thoughts as to when the next Quiz Night should be held. Mrs Davis has advised that she is presently compiling questions. Following discussion, Members agreed that a date in December should be looked at and that a Saturday evening would be preferable. Mrs Abbott confirmed that the hall was available on Saturday, 13 December. The Meeting Clerk was asked to contact Mrs Davis to confirm whether or

not this date would be suitable.

TWVH.753 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members *NOTED* that there had been a planning application for Popplewells and that it is understood that the application may come back to the Parish Council. If it does, the Clerk to the Council had suggested that the Parish Council looks for a Section 106 Agreement for a commuted sum towards the village hall.

TWVH.754 CHAIRMAN'S REPORT

The Chairman presented a letter thanks to Mrs Hawkins, addressed to the Thornwood Festival Committee, in respect of a donation for £200 towards the surfacing of the hall car park.

TWVH.755 OTHER REPORTS

a) Regular Hall Hirers

- Epping Spiritualist Church – no report.
- Mums and Tots – requested if they could keep the key to the cupboard that they use.
- Flower Club – no report.
- Harlow Bowmen – Mr Cooper reported that the club had disposed of an old target in the bin and that if there was any problem with it being collected, he would remove the target.
- Thornwood Seniors – no report.

b) Booking Secretary Report

The Booking Secretary reported that there had been some busy weekends in September, including children's parties, an adult's party and a diamond wedding anniversary. There was the MacMillan Coffee Morning on the 26th and around £1200 had been raised so far. October starts with the Race Night, a child's party on Saturday morning and Ruth on Saturday. There is a lunch booked for a 100th Birthday and the Dog Training Club are booked in. The Bridge Club are booked in for half-term. At the moment, bookings for November are quiet.

The Booking Secretary has received a request for the hall to be hired free of charge for a spa day in aid of St Clare's Hospice. Last year, the hall was given free of charge for the event. The booking is for the first Sunday in November. Members discussed the request and expressed concerns that not all of the monies raised would be donated to St Clare's. There would be a loss of £200 in hall hire fees. The Caretaker suggested that, as the hall hire fees were waived last year, the hall could be offered at half price, thereby ensuring that costs in respect of heating and lighting would be covered. All Members *AGREED*.

c) Caretakers Report

The Caretaker referred to the previous meeting minutes, TWVH.736, and informed the Committee that the urinals were still not working. The Chairman read out an extract from an email received from Mrs Davis which stated that the plumber, Steve Margle, would be happy to advise the Caretaker, over the phone, how to check the

water supply to the urinals. The Chairman stated that he would refer to the original email and contact the plumber direct.

The Caretaker informed Members that he had caught an elderly lady putting rubbish in the hall's bin. When approached by the Caretaker, the lady stated that she was allowed to put rubbish in the bin as she was a member of the Committee. The Caretaker allowed her to leave the rubbish, however, reiterated that the bin was for hall use only.

The Caretaker reported that the gutter at the back of the hall had grass growing out of it. Members **AGREED** that arrangements should be made to clear the gutter in six weeks time (once all the leaves on the trees had fallen).

The Caretaker informed Members that he had a new towel roller for the kitchen and asked Members if they would be happy if the old one was replaced, at no cost to the hall. All Members **AGREED**.

The Caretaker referred Members to the Minutes of the previous meeting, reference TWVH.743, and stated that he thought that the railing at the end of the car park should be reinstated. The Caretaker informed Members that the railing is currently being stored behind the bin. Councillor Hawkins stated that he would investigate as to whether it is the responsibility of Highways or the Parish Council to reinstate the railing.

Councillor Hawkins mentioned the cutting of the hedge and stated that Kevin had cut back the brambles. The whole hedge will be cut during the winter months, when the grass cutting has slowed down.

d) Financial

Members **NOTED** the cheque list for August 2014.

TWVH.756 OTHER URGENT BUSINESS

Mr Drane referred Members to the previous meeting minutes, reference TWVH.742 (d), and asked if there had been any further investigation into the possible water leak at the allotments. The Meeting Clerk stated that the Parish Office had not received a report of a water leak from the Allotment Warden at Thornwood, however, she would mention the matter at the next meeting of the Allotment Sub Committee. Councillor Hawkins stated that he would speak to the Allotment Warden. The Chairman stated that he thought the Committee should ask for the installation of a separate water metre and stop-cock for the hall, for consideration by the Parish Council at the Budget and Precept Meeting, all Members **AGREED**.

Mr Drane asked if permission had been given for football training to take place on the playing field. Councillor Hawkins stated that no one had contacted the Parish Council.

MINUTES

Meeting: **THORNWOOD VILLAGE
HALL COMMITTEE**

Date 2 October 2014

Meeting closed: 8.05pm

Signed

Chairman

Date