



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 3 December 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, Mrs J Abbott, P Hebden, T Drane, B Cooper, Mrs I Smith, Mrs E Davis

Also in Attendance (3)

Joanna Tyler – Senior Administrative Officer

Adriana Jones – Principal Financial Officer (Responsible Person for Health and Safety)

Susan De Luca – Clerk to the Council

Members of the Public (0)

PH.065 APOLOGIES FOR ABSENCE (3)

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

PH.066 OTHER ABSENCES (1) Mrs D Shelley

PH.067 MINUTES

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

PH.068 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.069 QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present at the meeting.

PH.070 HEALTH AND SAFETY – ASBESTOS

Members *NOTED* that, at the Committee Meeting held on the 5th November 2015, there was some confusion as to whether or not asbestos was present in the Parish Hall at Thornwood. A full asbestos survey was undertaken in November 2012, which identified the presence of asbestos in the building (a copy of the locations detailed in that report was attached to the agenda for Members perusal). The findings of that survey were reported to the Committee at the time and recorded in the minutes. The Committee has responsibility for the management and repair of the Parish Hall, together with the Health and Safety associated with it. There is an explicit ‘duty to manage asbestos’ contained within the Control of Asbestos Regulations 2006, which, as the Responsible Person explained, means that the Committee has a legal duty to manage the risk from asbestos, or a duty to co-operate with whoever manages that risk.

- In order to comply with these regulations, the Parish Hall Management Committee should:-
- Take reasonable steps to find asbestos in the premises and assess the condition of materials (COMPLETED)
 - If the building was built before 2000 assume asbestos is present (COMPLETED)
 - Presume that materials do contain asbestos unless there is strong evidence that they do not (COMPLETED)
 - Prepare a record of the location and condition of the materials and assess the risk from them (COMPLETED)
 - Prepare and implement a plan to manage the risk (OUTSTANDING)
 - Provide information on the location and condition of the material to anyone who is liable to disturb it (COMPLETED)

If asbestos is deemed to be in 'good condition' and is not likely to be damaged or worked on or disturbed, it is usually safer to leave it in place and manage it. A regular review of it is required, hence the need for a plan to manage the risk. The Committee must inform anybody involved in building and maintenance work where the asbestos is and its condition. The Health and Safety Executive checklist for Village and Community Halls (used by the Appointed Responsible Person as one of the guidance tools when the H&S check of the hall was completed) asks the following question: *'Is there a system in place (e.g. fixed warning signs) to ensure that asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?'*

The Responsible Person stated that the only item missing is to prepare and implement a plan for the management of the risk. The recommendation was to attach warning signs to locations where asbestos is present in the premises, the Responsible Person added that the Committee need to feel comfortable that the asbestos is not disturbed. The Chairman stated that he did not think that it would be appropriate to have warning signs within the hall, however, suggested that one should be attached to the roof. The Responsible Person stated that it would not be necessary to attach a sign to the roof, however, there would be a requirement for someone to check the roof once a year for any signs of disturbance. She added that it is about being reasonable (when thinking about managing the risk), someone will need to check the locations of the asbestos, record their findings, sign and date to confirm the check has been completed and retain a copy of the document on file. Councillor Hawkins reminded Members that any contractors carrying out maintenance on the premises are asked to sign the record sheet to confirm that they are aware of the presence of asbestos in the hall. The Committee **AGREED** to adopt the management plan as suggested by the Responsible Person.

The Clerk to the Council asked the Committee whether they wanted to amend the booking request forms to notify prospective hirers of the presence of asbestos in the premises. The Responsible Person reminded those present that she had sent an email to Committee Members following the previous Committee Meeting, regarding any concerns that they may have and, to date, she had only received a couple of replies and therefore presumed that Committee Members were happy with the content. Following discussion, Members **AGREED** that the booking forms should not be amended.

PH.071 REPAIRS AND IMPROVEMENTS TO THE HALL

Replacement of Zip Hydroboil Water Heater

Members **NOTED** that problems had recently been experienced with the Zip Hydroboil heater cutting out. The Parish Council's Principal Financial Officer had sourced several possible replacements for the Committee's consideration. The caretaker stated that both the Flower Club and the Harlow Bowmen had reported problems with the heater. The heater had been reset and de-scaled and this appears to have cured the issue. The caretaker suggested that if the heater does not cut out between now and the end of the year, he would recommend that it is de-scaled three times a year. Following discussion, Members **AGREED** that the caretaker should monitor the heater and report any problems, should they occur.

PH.072 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members **NOTED** that a provisional date had been booked for Play in the Park 2016 at Thornwood Playing Field – Monday, 8 August 2016, 13.30 to 15.30.

PH.073 CHAIRMAN'S REPORT

The Chairman informed Members that that he had recently completed a report regarding the management of Legionella, as requested by the Responsible Person. He advised that he had highlighted a couple of checks that were not presently carried out, one of which is taking a water sample from the immersion heater. The Chairman stated that this is not reasonable to do as it is not easily accessible and would require assistance from a plumber.

The Chairman mentioned the tank which feeds the water supply to the gents urinal and recommended that disinfectant is placed in the tank once a month to prevent the water from turning stagnant. Members **NOTED** that this check was not included in the original report but had been identified by the Chairman. The Chairman asked the Meeting Clerk to amend the monthly report forms to reflect this additional check. The Chairman requested that the Caretaker adds disinfectant to the tank on a monthly basis and that the Caretaker signs and dates the record sheet to confirm completion of the check.

The Chairman reported that the Legionella Risk Assessment mentions that cold water temperature readings should be taken on a monthly basis and requested that this additional check also be included on the monthly report forms.

PH.074 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith referred to the previous Committee Meeting and the presentation regarding defibrillators. She advised Members that the Thornwood Seniors are willing to organise a race night to raise funds for the equipment. A provisional date of 22 April 2016 has been booked. Mrs Smith asked the Committee if the Seniors would need to pay hall hire fees. Members **AGREED** that the hire fees would be waived, however the liability insurance would still need to be paid. The Meeting Clerk informed Members that she was still awaiting receipt of the collection

tins and promotional material from CHT, however, they had promised that they would be delivered by 4 December 2015. The Chairman said that he would put one of the collection tins on the counter of the garden centre and Mrs Smith said that she would have one for the Seniors.

b) Booking Secretary Report

The Booking Secretary reported that New Year's Eve had now been booked. The lady who had requested the 2nd January had changed the date to the following Saturday. Regular bookings start back on the 12th January, but Mums and Tots and the Harlow Bowmen start back on the 6th. The National Child Birth Trust have booked from the 18th January for 5 weeks.

c) Caretakers Report

The Caretaker reported that the outside lights had tripped, one of the bulbs was not working and he would be organising a replacement.

The Caretaker reported that he had not been able to fix the small leak from the hand basin in the gents toilets. The Chairman stated that he would make arrangements for a plumber to attend.

d) Financial – no report.

PH.075 OTHER URGENT BUSINESS

a) Road Closure – Weald Hall Lane

Mrs Davis informed Members that she had received a letter from Essex County Council regarding the closure of Weald Hall Lane for resurfacing works commencing 14th December between 8pm and 5am for the whole week. The Clerk to the Council stated that she had not received any correspondence from Essex County Council advising of this and requested that Mrs Davis email a copy of the letter to the Clerk in order that she may investigate further.

b) Defibrillator

The Clerk to the Council informed Members that she was in receipt of a copy of the successful grant application mentioned at the presentation by the Chairman of CHT. The Clerk stated that she had not had sufficient time to look at the application in great detail but hoped to do this over the Christmas break. She added that if a grant application was to be submitted, it would need to cover all three areas of the Parish. The Clerk stated that she would also be looking at the possibility of match funding. Councillor Hawkins informed Members that he would be meeting with the vet in North Weald regarding the possibility of locating a defibrillator on the wall of the veterinary surgery.

c) Fund raising

Mrs Davis informed Members that a total of £265.00 was raised from the quiz night. Mrs Davis mentioned the possibility of organising a barn dance and asked if the suggestion could be added as an item on the next Committee Meeting Agenda for discussion.

Mrs Davis thanked Mrs Hawkins, Mrs Abbott and Cllr Hawkins for organising the Ploughmans.

d) Christmas Event

Mrs Hawkins reminded Members that the Carol Service, together with the turning on of the Christmas Lights will be held on Sunday, 6 December at 4pm. Mrs Hawkins said that she was expecting around 70 members of the public to be in attendance and that if anyone else wished to attend to call her as she would be organising the refreshments. Mince pies and mulled wine would be available. A choir of 12 had been arranged for a general 'sing a long'. The Clerk to the Council stated that she would email Councillors and ask that they confirm their attendance to either Mrs Hawkins or Cllr Hawkins.

Meeting closed: 7.55pm

Signed

Chairman

Date