



**DRAFT MINUTES**

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

**Date:** 3 March 2016

**Time:** 7.15 PM

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

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**PRESENT:** **Committee Members (12)** 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 L Foster, Mrs S Rush, Mrs V Robertson\*  
\*Arrived 7.25pm

**Also in Attendance (1)**  
Joanna Tyler – Meeting Clerk

**Members of the Public (0)**

**PH.088 APOLOGIES FOR ABSENCE (3)**

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

**PH.089 OTHER ABSENCES (0)**

**PH.090 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 4 February 2016.

**PH.091 DECLARATIONS OF INTEREST**

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

**PH.092 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public in attendance.

**PH.093 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

a) Fire Exit Door Sign – Extension

Members **NOTED** that a contractor from Exterior Plas had adjusted the bolt, Cllr Hawkins was in attendance.

b) The Chairman reported that a new waste pipe had been fitted to the basin in the Gents Toilets and that a new cistern has been installed for the urinal. Cllr Hawkins informed Members that the plumber had advised that disinfectant blocks should not be placed in the cistern feeding the urinal as they can damage the cistern.

**PH.094 HEALTH AND SAFETY**

Fire Exit Door Sign – Extension

Councillor Hawkins informed Members that the exit door in the extension currently has a

green "Fire Exit" label attached to it. By the door there is a cable which leads to a fuse box, an electrical contractor has confirmed that an illuminated sign could be wired up to this. Mr Cooper asked if a fire exit sign would need to be placed on the door leading from the hall to the extension. Cllr Hawkins stated that a sign would not be required, it is only for the door leading from the extension to the car park and would only be used by those who have access to storage in the extension. The Meeting Clerk reminded Members that arrangements would need to be made to store the chairs in the extension elsewhere to ensure a clear pathway through to the fire exit door. Cllr Hawkins stated that this would be looked at. The Meeting Clerk was asked to investigate how much an illuminated fire exit sign would cost.

#### PH.095 CLERKS UPDATE AND COMMUNICATIONS REPORT

- Renewal of fixed price energy plan – e.on

The Meeting Clerk reported that she had contacted e.on to see if they could offer a better renewal price and was informed that their offers change on a daily basis, however, if we had signed up on the day of the call, the monthly saving would have been £30.00.

Following brief discussion, Members **AGREED** that the Parish Council's Principal Finance Officer should make arrangements to renew the energy plan. The Meeting Clerk will report back at the next Committee Meeting.

#### PH.096 CHAIRMAN'S REPORT

The Chairman advised that the request made by Mr Drane, seeking permission to use a metal detector on the playing field, would be raised at the full meeting of the Parish Council to be held on Monday, 7 March 2016.

#### PH.097 HALL HIRE FEES

Members were asked to consider if they wished to increase the hall booking fees for the financial period 2016/17 and, if so, to agree figures. A copy of the current booking fee sheet was attached to the agenda. Members **NOTED** that in April 2015 the fees were increased by £1.00, with no increase to storage.

Mr Drane asked the Booking Secretary if she had received any queries regarding the price of the booking fees, to which she confirmed that she had not. Cllr Hawkins asked Mrs Foster (Mums and Tots) if an increase would affect the group. Mrs Foster stated that although numbers attending had dropped considerably, an increase would not normally affect them. Mrs Smith asked if an increase would affect the Spiritualist Group. Cllr Hawkins stated that he did not think that it would as the number of those attending their sessions on a Tuesday had picked up. Mrs Smith stated that if the fees went up by £1.00 it would not cause a problem for Thornwood Seniors. Mr Cooper was concerned that every year the fees have been increased by £1.00 adding that if the fees were increased again this year, it would cause a problem for his group as the number of people attending the Bowmen's sessions was getting smaller.

The Chairman asked Members to take a vote for an increase in fees. Mr Sawyer **PROPOSED** a £1.00 increase per hour across the board, this was **SECONDED** by Mr Drane. A vote was recorded as follows:

9 – For  
1 - Against  
1 – Abstention

Following which a £1.00 per hour increase was agreed across the board for hire fees in respect of parishioners and non-parishioners. Members **AGREED** that there would be no increase for storage costs.

**PH.098 BOOKING SECRETARY HONORARIUM**

Members were reminded that the Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In April 2015, Members of this Committee awarded an honorarium of £400.00 to cover the cost of expenses incurred, such as calling mobile phones, over a 12 month period. Following discussion, the Caretaker **PROPOSED** an increase of £50.00, this proposal was **SECONDED** by Mr Cooper. All Members **AGREED** that an honorarium of £450.00 would be awarded to the Booking Secretary for 2016/17.

**PH.099 FUTURE FUNDRAISING IDEAS**

Mrs Davis had sent her apologies for this evening's meeting, however, a report was read out by Mrs Hawkins on her behalf. Members **NOTED** that Mrs Davis had sent out a social media and email mail-shot, resulting in 5 people favouring a 1940's music evening rather than a barn dance. Following discussion, Members agreed that a 1940's night would be preferable to a barn dance and agreed that the event should be provisionally booked for either Friday, 20 May or Saturday, 21 May 2016. Mrs Hawkins stated that she would report back to Mrs Davis.

**PH.100 NORTH WEALD BASSETT PARISH COUNCIL ANNUAL CIVIC AWARDS**

Members were reminded that this Committee had been nominated to receive an award in recognition of the funds that they have raised for the Parish Hall. Members **NOTED** that winners of the awards would be announced and the Annual Parish Assembly which is to be held on Monday, 21 March 2016, commencing at 7.30pm at the Parish Hall.

**PH.101 OTHER REPORTS**

**a) Regular Hall Hirers**

- Mums and Tots – Mrs Foster mentioned the presence of mice in the storage area in the extension. Cllr Hawkins advised that the matter had been dealt with.
- Flower Club – The Meeting Clerk read out a report from Mrs Shelley, informing Members that the February Meeting of the Flower Club was very successful and that they now have 95 members.
- Harlow Bowmen – no report.
- Thornwood Seniors – no report.

**b) Booking Secretary Report**

The Booking Secretary reported that there had been three free days this week. Flower Club are back next week, along with regular bookings. On Sunday, 13<sup>th</sup> there is a lunch to raise money for the hall. NCB have booked five more sessions. The Allotment Meeting is on Sunday, 20<sup>th</sup> and Monday 21<sup>st</sup> is the Parish Assembly.

**c) Caretakers Report**

The Caretaker reported that the Spiritualist Group had left a box of chocolates for Cllr Hawkins which had been stored in their cupboard in the extension, the contents of which

had been eaten by mice. As reported earlier during the meeting, the issue with mice now appeared to have been resolved.

The Caretaker informed the Committee about concerns that the Spiritualist Group are forgetting to turn off the heaters when they leave the premises. Following discussion, Members requested that the Meeting Clerk contact the Spiritualist Group reminding them to turn off the heaters.

**d) Financial**

Following discussions which took place at the previous Committee Meeting, the Clerk to the Parish Council had asked the Parish Council's Principal Financial Officer to produce a further report to detail a further breakdown of the Parish Hall's income and expenditure as at 30<sup>th</sup> January 2016.

The Chairman stated that this was the best year the hall had ever had (in terms of income received against expenditure to 24.2.2016). Cllr Hawkins informed Members that he had spoken to the Principal Financial Officer regarding the question of rates and when the hall would be charged again. The Principal Financial Officer had emailed Epping Forest District Council and was awaiting a response. The Chairman asked Members if they had any questions with regard to the report. No questions were raised.

**PH.102 OTHER URGENT BUSINESS**

- a) Cllr Hawkins reported that the daffodils planted near the play area are starting to show their heads.
- b) Cllr Hawkins reported that he had, together with Mr T Woods and Mr J Woods, cut down all the brambles at the back of the hall near the garages. Cllr Hawkins thanked the Mums and Tots group for providing refreshments.
- c) Mr Drane mentioned the tree branches and hedges encroaching on to the highway along Woodside and asked if the matter could be reported. The Chairman stated that it should be reported to The Corporation of London. Mrs Hawkins suggested that Members could email the superintendant and offered to send out the email address.
- d) Mrs Hawkins reminded Members that the lunch to raise funds for the hall was to be held on Sunday, 13 March 2016.

Meeting closed: 8pm

**MINUTES**

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

*Date 4 February 2016*

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Signed .....

Chairman

Date .....