



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 3 September 2015

Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: **Committee Members (13)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, Mrs J Abbott, P Hebden, T Drane, B Cooper, Cllr B Clegg, Mrs I Smith, Mrs D Shelley, Mrs E Davis, Mrs V Robertson*

*Arrived 7.20pm

Also in Attendance (1)

Joanna Tyler – Senior Administrative Officer

Members of the Public (0)

PH.026 APOLOGIES FOR ABSENCE (1)

NOTED, apologies for absence had been received from Mrs L Foster

PH.027 OTHER ABSENCES (0)

PH.028 MINUTES

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 9 July 2015.

PH.029 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.030 QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present at the meeting.

PH.031 REPAIRS AND IMPROVEMENTS TO THE HALL

a) Replacement of Double Doors, Extension

Members *NOTED* that the replacement doors have now been installed in the extension.

b) Upgrade to Mains Circuit Board

Members *NOTED* that work to upgrade the mains circuit board has now been completed.

PH.032 CLERKS UPDATE AND COMMUNICATIONS REPORT

- Members *NOTED* that a copy of the RCCE Village Halls and Community Buildings Update for August 2015, was attached to the agenda.
- At the previous Committee Meeting, the Booking Secretary reported that potential hirers had commented that the hourly hire rates were too expensive. The Meeting Clerk reported that, following investigation, it was found that the hire rates were similar to those charged by other halls in the locality (copies of the current rates were circulated, together with those

charged by the halls in Epping). The Booking Secretary stated that she thought the halls which were charging cheaper rates were located in the Harlow area. Members **AGREED** that the hire rates would be reviewed early next year.

PH.033 CHAIRMAN'S REPORT

No report.

PH.034 ANNUAL HEALTH AND SAFETY CHECK

Members **NOTED** that the Parish Council's Principal Financial Officer would be carrying out the annual Health and Safety check for the hall premises on Sunday, 6 September 2015.

PH.035 CHRISTMAS EVENT – SUNDAY, 13 DECEMBER 2015

Members of the Committee agreed, at the previous meeting, that they would take responsibility for the organisation of the Christmas Event to be held on Sunday, 13 December 2015. Mrs Hawkins confirmed that the choir had been booked. Members **AGREED** that the event would be publicised as commencing at 4pm.

PH.036 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 – no report.

b) Booking Secretary Report

The Booking Secretary reported that August had been busier than usual, with the National Child Birth Trust on Monday evenings, Thornwood Seniors, children's parties, Epping Spiritualist Church, a lunchtime presentation by a local nursery and a Wedding reception. Harlow Bowmen and Mums and Tots return on Wednesday, 9 September. This weekend there is a child's party and then on Sunday a Ploughman's to raise funds for the hall. Events booked in from the 14th onwards are a child's party and regular hirers. At the end of September there is the Macmillan's coffee morning and lunch.

The Booking Secretary reported that the National Child Birth Trust had cancelled all of their October meetings, no reason had been given. The half price hourly rate agreed for the Epping Spiritualist Church is now coming to an end, the Parish Office is aware.

c) Caretakers Report

The Caretaker asked Members what they thought of the new stacking system for the chairs. Mrs Smith reported that the Thornwood Seniors were happy with the new system, however stated that it could be a bit unpredictable as to where they may find the chairs. Members **AGREED** to continue with stacking the chairs around the hall.

The Caretaker reported that one of the wooden slats had broken on the seat of the bench located in the garden area. The Chairman stated that he would take a look at it and see if it could be repaired. Mrs Davis suggested that maybe sponsorship could be obtained to purchase a new bench.

d) Financial

The Meeting Clerk updated Members on the current situation with the Epping Spiritualist Church and advised that the matter had been placed on the next Parish Council Agenda for Members to make a decision on the next course of action they would like to take place.

PH.037 OTHER URGENT BUSINESS

a) Fundraising for Parish Hall – Barn Dance

Mrs Davis reported that she had made several enquiries regarding the costs for hiring a three or four piece band and caller. The price for a three piece band, including caller, would be £400.00. Mrs Davis stated that she had estimated that the price per head, including supper, would be £14.00 (provided 50 tickets were sold) and that to make a profit, tickets would need to sell for £20.00 (tickets would need to be bought in advance). Mrs Davis had contacted both Smith's Fish and Chip shop and Peggarty's in Epping, to quote for providing a fish and chip supper. Smith's had confirmed that they would deliver and provide cutlery, napkins, etc. The caller is available at the end of November.

Councillor Hawkins asked about the Christmas Quiz which was postponed from last year. Mrs Davis confirmed that the questions were ready. Following lengthy discussion, Members **AGREED** that arrangements would be made to organise the Christmas Quiz Night to be held on Friday, 20 November 2015, with the possibility of holding a Barn Dance in January/February.

b) Car Park

Councillor Hawkins reported that, over the years, he had often been approached about the possibility of renting out the Parish Hall car park. He informed Members that Jonen's had offered to donate £1250 towards the upkeep of the car park in exchange for the use of five car parking spaces. For many years seven spaces had been taken up by the recycle bins, therefore, the allocation of five spaces would not impact on hall users. Cllr Hawkins explained that the spaces would be in use Monday to Friday, between the hours of 8am and 6pm, permits would be issued, detailing the registration numbers of the cars allocated a space (a record of the registration numbers would be held at the Parish Office).

Councillor Clegg asked if the suggestion could be put forward at the next Parish Council Meeting as he thought that this was an excellent opportunity for generating funds, all Members **AGREED**. Cllr Hawkins stated that the usage period would be for 1 to 2 years, with a break clause of 1 year for either party. Cllr Hawkins advised the Committee that this matter had been placed on the Parish Council Agenda for discussion on Monday, 7 September 2015.

MINUTES

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

Date 3 September 2015

Meeting closed: 7.55pm

Signed

Chairman

Date