



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 7th July 2016

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, T Drane, B Cooper, Mrs I Smith, Mrs D Shelley, L Foster

Also Attending on Behalf of the Groups (2) B Rush-Mums and Tots, R Scott-Flower Club

Also in Attendance (1)
Susan De Luca – Clerk to the Council

Members of the Public (1)

PH.16017 APOLOGIES FOR ABSENCE (3)

NOTED, apologies for absence had been received from P Hebden, Mrs E Davies, Cllr B Clegg.

PH.16018 OTHER ABSENCES (0)

PH.16019 MINUTES

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 12 May 2016.

PH.16020 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.16021 QUESTIONS FROM MEMBERS OF THE PUBLIC

NOTED that there were NO Questions from the Members of the Public.

PH.16022 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Cllr Hawkins reported to Members that on Polling Day the Hall had suffered from a leak in the roof from the disused fans. These need to be sealed, Cllr Hawkins advised that it was his understanding that this could be done from the outside with no Health and Safety implications. Members present, agreed that this action should be taken and the work carried out.

PH.16023 HEALTH AND SAFETY

It was Agreed that it was now the responsibility of those Hiring the Hall to switch the Emergency Exit Signs On and Off.

PH.16024 COMMITTEE MEMBERSHIP

Cllr Hawkins advised that he has approached the Spiritualists regarding nominating a Member to sit on the Management Committee, however they currently have a meeting elsewhere on a

Thursday evening, but they would look to allocate a Member if at all possible.

PH.16025 THORNWOOD FESTIVAL

Mrs S Hawkins gave Members brief resume of the Festival, however she advised that as it had been held on the Car Park and not on the field – it was only expected break even this year due to the inclement weather. She advised Committee Members that a fuller report would be given at the next meeting.

PH.16026 PARISH HALL ALARM

The Chairman gave Members a brief resume of the history surrounding the Alarm, and read the report from the Agenda. The Flower Club Representatives spoke at length regarding this matter and advised that now that it had been agreed it can be more than one Representative from the Flower Club that can have responsibility for the alarm, they would take the responsibility to activate and deactivate the alarm on their hiring's. Cllr Hawkins would show them how to operate this on Monday 11th July. The Clerk also showed Members a laminated check list that Cllr Hawkins had drawn up and which would be attached to the key for hirers.

PH.16.027 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Clerk advised Members of the cheque that had been received from Thornwood Seniors in relation to the Defibrillator – from a recent Race Night - £665.42. A Thank You letter had been sent, and Members of this Committee thanked Thornwood Seniors for this donation towards this worthwhile cause and helping them nearer their target.

PH.16028 CHAIRMAN'S REPORT

No report.

PH.16029 OTHER REPORTS

a) Regular Hall Hirers

- 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 there were a couple of big bookings in July one for a Wedding and a larger party. There are quite a few children's parties booked and a gospel Choir from South Ockenden were going to see how bookings on a Thursday Evening 'panned out' there were also bookings for the National Child Birth Trust. Overall the bookings were steady.

c) Caretakers Report

The Clerk read out an emailed Report which had been received from the Caretaker. The points covered are as detailed below:

- Toilet Cistern Handle repaired on Sunday 12th June (Flower Club would be using the Hall the following Day – Noted & Agreed
- Front Door Bracket Repaired – Noted and Agreed
- Leak From Rood on Election Day (Cllr Hawkins advised) – Noted and Agreed

d) Financial

The Clerk circulated a short copy of the end of year Accounts, together with the current month. She advised members that without the fund raising activities that this committee had carried out the hall was 'in profit' for the first time in 20 years to the sum of £632. The additional fund raising activities had raised £3611, making an overall total profit of £4,243. The Clerk advised of problems surrounding 2 'bounced cheques' it was understood that this had now been sorted. The Clerk advised that the total in the Defibrillator Fund was £746.

PH.16030 OTHER URGENT BUSINESS

- a) Mrs Hawkins reminded Members of the Event organised by Elaine Davies on the 17th September. Notices were already on the Board, price of the tickets were £15 each. Cllr Spearman advised he would put a Notice up in the Garden centre.
- b) Cllr Hawkins asked Members to join with him in sending their good wishes to Jo Tyler, who normally clerks this meeting as she was currently quite poorly. Members wished her a speedy recovery

Date of Next Meeting 1st September

Meeting closed: 7.40pm

Signed

Chairman

Date