



## MINUTES

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

**Date:** 6 April 2017

**Time:** 7.15 PM

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

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**PRESENT:** **Committee Members (8)** Cllr R Spearman (Chairman), Cllr C Hawkins, R Sawyer, Mrs J Abbott, P Hebden, B Cooper, Mrs D Shelley, T Drane,

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

**Members of the Public (0)**

**PH.16092 APOLOGIES FOR ABSENCE (4)**

*NOTED*, apologies for absence had been received from Mrs S Hawkins, Mrs E Davis, Mrs I Smith and Cllr B Clegg

**PH.16093 OTHER ABSENCES (1)**

*NOTED* no apologies for absence had been received from Mrs L J Foster

**PH.16094 MINUTES**

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 9 March 2017.

**PH.16095 DECLARATIONS OF INTEREST**

*NOTED* there were no declarations of interest.

**PH.16096 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public in attendance.

**PH.16097 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

Members *NOTED* that a new commercial microwave had been purchased and installed in the kitchen.

**PH.16098 HEALTH AND SAFETY**

Members recalled the discussion from the previous meeting regarding actions which required completion, as detailed in the Fire Risk Assessment and the General Risk Assessment of the Parish Hall carried out on Thursday, 9<sup>th</sup> February 2017. Members *NOTED* that the following had been completed:-

- **Install protective socket covers** – the Responsible Person for Health and Safety had placed covers in all sockets in the main hall area - 19 March 2017.
- **Asbestos – yearly visual check** – Cllr Hawkins completed the visual check on 21 March 2017. The completed form had been placed in the Asbestos Register held in the hall.

- **Portable Appliance Testing** – took place on Friday, 31 March 2017, one plug required replacing. Members **NOTED** that there were no items from Regular Hall Hirers tested. The Meeting Clerk advised that she had sent reminders, via email, however had not received any responses. Mrs Shelley stated that the Flower Club had one item that required testing, however had forgotten to leave the item in the hall for the Caretaker the day before the PAT testing date. The Meeting Clerk advised Mrs Shelley that the Flower Club would not be able to use the item until it had been PAT tested.

**Visual check of Fire Exit Route in extension** – Members **AGREED** that they would undertake a visual check during each Committee Meeting to ensure that the fire exit route is clear. The Caretaker reported that he had checked the route prior to the meeting and advised Members that he had found that a wheelchair had been left there. The wheelchair appeared to be fairly new (the caretaker fetched the wheelchair to show Members). The Meeting Clerk asked those present if they knew who it belonged to. No one present knew who the wheelchair belonged to. Following discussion, it was agreed that the Meeting Clerk would investigate further and in the meantime the wheelchair would be removed and stored in a safe place.

#### **PH.16099 PARISH HALL ALARM SYSTEM**

Members **NOTED** that an engineer from Baron Security Services Ltd attended the Parish Hall on 10<sup>th</sup> March 2017 to investigate false activations of the system. The alarm had been activated following the Committee Meeting held on Thursday, 9<sup>th</sup> March 2017. Cllr Hawkins attended the hall and could find no reason for the activation. The engineer reset the system and confirmed that it was in full working order. A call out fee of £110.00 + vat was charged.

Members recalled that at the previous meeting, the Meeting Clerk was asked to contact Baron Security Ltd to ascertain whether they were required to advise the Parish Office of alarm activations. Members **NOTED** that the Meeting Clerk was advised that this was not a requirement of the service agreement, it is only the keyholders who are contacted at the time of activation.

Members **NOTED** that the Caretaker was required to attend the hall on Tuesday, 28<sup>th</sup> March 2017, to reset the alarm system following the Spiritualist's hire session. Cllr Hawkins stated that at the previous meeting Members had agreed that a warning letter would be sent to the Spiritualist Group advising that they would incur a charge if the alarm continued to be triggered in error following their sessions. However, due to the false activation following the Committee Meeting on the 9<sup>th</sup> March, Cllr Hawkins agreed that the letter should be put on hold. Following discussion, Members **AGREED** that as Baron Security Ltd had checked the alarm system, a warning letter should be sent to the Spiritualist Group stating that should any further errors occur with setting the alarm following their hire sessions, a charge would be incurred to cover the cost of the call out for re-setting.

#### **PH.16100 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members **NOTED** that following discussions with E.ON, the Parish Hall's electricity supplier, the Parish Council's Principal Financial Officer had agreed a new fixed price plan with E.ON for one year commencing 11 May 2017. The prices agreed are as follows:-

Standing Charge                      27p per day

Normal	16.17p per kWh
Evening and Weekend	14.36p per kWh

Members noted that the hall would continue to receive a 7% variable Direct Debit discount for monthly payments. By agreeing to the new fixed price plan an overall saving of £105.89 would be made.

Mr Cooper asked the Meeting Clerk if she knew what amount had been spent on electricity bills over the past twelve months. The Meeting Clerk advised that she didn't, however, stated that she would be able to provide a breakdown for the next meeting. All Members **AGREED**.

**Defibrillator** – The Meeting Clerk reported that the Clerk to the Council was currently sourcing a provider for a defibrillator for the Parish Hall and had been liaising with Ongar Town Council who had recently installed one at their hall. The Principal Financial Officer had contacted Essex County Council for guidance regarding the new Defibrillators (Availability) Bill which is currently going through Parliament. Cllr Hawkins expressed annoyance that a defibrillator had not yet been purchased, stating that the money had been raised and people would lose interest and not raise money again. The Meeting Clerk stated that she wasn't saying that a defibrillator wasn't going to be purchased, but was reporting that the purchase was being looked into, due to the importance of taking into consideration who would be testing the equipment once it had been installed, ensuring that sufficient insurance was in place, arranging training, etc. Cllr Hawkins stated that a councillor who had recently visited the Cotswolds had informed him that there was a defibrillator installed in every red telephone box. The Meeting Clerk stated that there would be an update at the next Committee Meeting.

**PH.16101 CHAIRMAN'S REPORT** - The Chairman advised that he had nothing to report.

#### **PH.16102 OTHER REPORTS**

##### **a) Regular Hall Hirers**

**Mums and Tots** – Nothing to report.

**Flower Club** – Nothing to report.

**Harlow Bowmen** – Nothing to report.

**Thornwood Seniors** – Nothing to report.

##### **b) Booking Secretary Report**

The Booking Secretary reported that April started off with a Sunday Lunch which was well attended, from the money raised £150 was donated to the Tuesday evening club and money would be paid to the Parish Office to cover the cost of the purchase of the latte mugs. The Flower Club is back in on Monday 10<sup>th</sup>, and there are four booking for the rest of the week. There are bookings for the week beginning 17<sup>th</sup> April and a Saturday booking. For the Summer the Bowmen are back outside. From the 24<sup>th</sup> there are bookings every day and also two children's parties. May is very busy, Slimming World starts their bookings from the 6<sup>th</sup>. The Booking Secretary stated that we may need to look into that again, as we have a lot of children's parties booked and need to make sure that the Slimming Club leave the hall before they start. The Slimming Club think that they may utilise the morning from 8am to 12pm, but have said they would leave if any parties are booked in.

**c) Caretakers Report**

The Caretaker stated that the items he wished to raise had been discussed earlier in the meeting. However, he did wish to report that one of the street lights in the car park was working intermittently. The column number was VH1. The Meeting Clerk advised that she would notify the Parish Council's contractor.

**d) Financial** - nothing to report.

**PH.16103 OTHER URGENT BUSINESS**

Councillor Hawkins referred back to the earlier agenda item regarding Health and Safety and advised the Committee that two items could be crossed off the list of actions. These were: the installation of new shelves in the cupboard in the kitchen used for storing cleaning products and cutting back of the overgrown brambles by the Fire Assembly point.

Members **NOTED** that the next Committee Meeting would be held on Thursday, 11 May 2017, due to voting taking place on Thursday, 4 May 2017.

Meeting closed: 7.45pm

Signed .....

Chairman

Date .....