



MINUTES

Meeting: PARISH HALL AT **Date:** 19th April 2018 **Time:** 7.00 PM
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (8) Mrs S Hawkins (Vice Chairman), Mrs J Abbott, B Cooper, T Sawyer, Mrs D Shelley, Cllr B Clegg, Mrs I Smith, P Hebden

Also in Attendance (2)

Joanna Tyler – Meeting Clerk
Susan De Luca – Clerk to the Council

Members of the Public (1)

PH17.094 APOLOGIES FOR ABSENCE (3)

NOTED, apologies for absence had been received from Cllr R Spearman, Mrs L Foster, Mrs E Davis

PH17.095 OTHER ABSENCES (1)

NOTED, no apologies for absence had been received from Mr T Drane

PH17.096 MINUTES

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 8th March 2018.

PH17.097 DECLARATIONS OF INTEREST

None declared.

PH17.098 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH17.099 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

Members *NOTED* that the Caretaker had checked the fire exit route prior to the start of the meeting. The route was found to be clear.

b) Fire Exit / Electrical Testing Report

Members *NOTED* that the works required for the Emergency Lighting had now been completed. The Booking Secretary was asked to provide some possible dates when there were no bookings in order that arrangements could be made for the remainder of the remedial works to be completed.

Members *NOTED* that the Meeting Clerk would also be arranging for the electrical

contractor to carry out the Portable Appliance Testing. Regular Hall Hirers would be contacted once a date had been agreed in order to arrange for any items stored in the storage cupboards to be made available for testing.

PH17.100 CAR PARK

Following discussions at the previous Committee Meeting, Members were **REMINDED** that an item regarding the car park would be placed on the Parish Council Meeting Agenda, which was held on Monday, 9th April for Parish Councillors to agree how best to move forward. The Clerk to the Council reported that the Parish Council agreed that the situation as it is at present, could not continue and advised that Cllr Clegg had delivered letters to Jonen's and Clearwater Care informing them of the decision.

The Clerk to the Council reported that following receipt of the letters, she had received a telephone call and an email from Clearwater Care asking for an explanation of the decision and to see if she could look for a solution to the problem of parking in an around the Weald Hall Lane area. Cllr Clegg reported that he had received similar questions from Jonen's and had been asked to double check the advice given by the Parish Council's Auditor with regard to charitable donations. Following lengthy discussion, it was agreed to speak to the Auditor to see if there was a solution. The Clerk stated that she would need to meet with both Jonen's and Clearwater Care. Mrs Hawkins suggested that both the Clerk to the Council and Cllr Clegg contact the companies in question, all Members **AGREED**.

PH17.101 FAULTY HEATER

Members **NOTED** that the panel heater situated at the far end of the corridor, next to the Parish Council's storage room, is not working. The Caretaker reported that the panel heater located in the entrance hall was also not working. Members **AGREED** that arrangements should be made for the electrical contractor undertaking the remedial work to take a look at them to see if they can be repaired. If they cannot be repaired, it was agreed that they should be replaced.

PH17.102 FUTURE FUNDRAISING TOWARDS THE UPKEEP OF THE PARISH HALL

Mrs Hawkins reported that she had held a lunch on Sunday, 8th April and had raised a total of £322.00 for the parish hall funds. With regard to future fundraising events, Mrs Hawkins stated that she would like to seek permission to hold a dog show on Sunday, 17th June. Use of the hall would be required, however she was hoping to hold the event on the playing field dependant on the weather conditions on the day. Mrs Hawkins confirmed that proceeds would go towards the hall. Cllr Clegg expressed concern regarding dogs being allowed in the hall. Mrs Hawkins reiterated that she was hoping to hold the event on the playing field, however, the hall would be used to serve tea and cakes. The Clerk to the Council stated that she would place the request on the next Parish Council Meeting Agenda for approval.

PH17.103 SALE OF OLD CHAIRS

The Meeting Clerk reported that she had received a report from Mrs Davis regarding the sale of the old plastic chairs. Mrs Davis had advised that despite emailing a number of organisations no response had been received. Mrs Davis had offered to take a photograph of the chairs to advertise on social media, etc. All Members **AGREED** that the Meeting Clerk email Mrs

Davis to accept her offer.

PH17.104 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Clerk to the Council reported that she wanted to update the Committee with regard to funds held in the Parish Hall Ear Marked Reserves. The Parish Hall Structural Fund currently stands at £27,116.19 and the Field Fund stands at £2,877. Members noted that the Field Fund does not technically belong to the Parish Hall.

The Clerk to the Council stated that, bearing in mind the amount held in the Structural Fund, she would like the Committee to consider having the hall professionally decorated. Members **NOTED** that the Clerk had obtained one quote from a local company, details of which she read out. The Clerk confirmed that she would need to obtain another quote. The Clerk suggested that the Committee may also wish to consider replacing the curtains.

The Clerk informed Members that Cllr Clegg and the Chairman of the Parish Council would be looking at replacing the garages with a portacabin or similar building. Cllr Clegg would be arranging for an architect to visit the hall to advise if this would be a suitable option.

Mrs Hawkins stated that, with regard to decorating the hall and replacing the curtains, Members would need to consider the suggestion and asked that this be placed on the next Committee Agenda.

The Clerk to the Council stated that, with regard to the replacement of the garages, she would be able to make a grant application to CIF. The application would be looked at more favourably if the Management Committee were able to demonstrate that they had already undertaken a number of improvements such as redecorating. Mrs Shelley suggested that the improvements made to the electrical works could be listed.

Mrs Smith stated that the Thornwood Seniors were wondering if the Committee would consider changing the tables, adding that they would be willing to fundraise to cover the cost of replacement. Following discussion, it was agreed that the Meeting Clerk would send details of the company which the Parish Council purchased the new chairs from and also details of the company used to purchase tables in the past.

The Clerk to the Council read out a list from the Parish Council's contractor regarding the items contained within the garages.

PH17.105 CHAIRMAN'S REPORT

No report received.

PH17.106 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – no report.
- Flower Club – Mrs Shelley reported that the Flower Club were very pleased with the chairs.

- Harlow Bowmen – all ok.
- Thornwood Seniors – Mrs Smith reported that the club use a lot of paper plates and cups at their events and were wondering if arrangements could be made for a recycling bin. Following discussion, the Clerk to the Council asked the Meeting Clerk to contact the waste collection company to check if this would be available.

b) Booking Secretary Report

The Booking Secretary reported that at the beginning of April there was a child's party, a dinner on the 8th to raise money for the hall. Regular hall hirers were in for the next week. There are two children's parties this weekend. The 29th April there is a child's party, then a residents meeting in the evening. The first week in May is quiet. Voting is on Thursday, 3rd May, the rest of the week is quiet. Mrs Hawkins is doing a dog show on the 17th June and there are quite a few parties booked. The Booking Secretary thanked the Committee for the honorarium.

The Booking Secretary informed Members that she had received a request for a child's party in June, it would be a disco for 20 people, however, the child will be 10 and the Booking Terms and Conditions state that no parties can be held for 10 to 20 year olds. Following lengthy discussion, the Clerk to the Council suggested that as a 10 year old would still be at primary school, the Committee may wish to amend the Booking Terms and Conditions to state that *'The hall cannot be hired for events or parties for individuals aged between 11 and 20 years'*. All Members **AGREED**. The Clerk to the Council asked the Booking Secretary to take a cash deposit of £500 from the potential hall hirer.

c) Caretakers Report

The Caretaker reported that the tool boxes and bag found in the car park in February could now be disposed of, as advised by the police. Following discussion, Members **AGREED** that the Caretaker should keep any tools that he feels would be of use and retain them in a box in the hall.

The Caretaker reported that the rubbish bin is being emptied twice a week, however the Principal Financial Officer has confirmed that the hall is only being charged once.

d) Financial

Members **NOTED** that the Parish Council's Principal Financial Officer had confirmed a Fixed Price Electricity Plan for a further year. The contract will expire in May 2019.

PH17.107 OTHER URGENT BUSINESS

Mr Sawyer mentioned the damaged gate at the back of the hall. The Clerk to the Council confirmed that it was one of the jobs on the Parish Council's contractor's list of work to be completed.

The Clerk to the Council informed Members that a bench in memory of Cyril Hawkins is to be installed on the 7th June. Mrs Hawkins said that she would be putting a low

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COMMON MANAGEMENT COMMITTEE

Date 19 April 2018

maintenance tree in a pot next to the bench.

Mrs Hawkins mentioned how nice the daffodils looked that had been planted outside the hall. The Clerk to the Council stated that she had asked for the Environmental Sub Committee to drive around the parish to look at where the bulbs had been planted so that they would have an idea of where new ones should go later this year.

Cllr Clegg mentioned that the AGM Residents Association for Thornwood is to be held on Sunday, 29th April at 7pm, advising that prospective District Councillors had been invited to attend.

Members **NOTED** that the next committee meeting would be held on Thursday, 7th June 2018.

Meeting closed: 8.10pm

Signed

Chairman

Date