



MINUTES

Meeting: PARISH HALL AT THORNWOOD COMMON
MANAGEMENT COMMITTEE
Date: 9 February 2017
Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (8) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), R Sawyer, Mrs J Abbott, P Hebden, B Cooper, Mrs D Shelley, Mrs L Foster

*Also in attendance: A Watson, on behalf of Mums and Tots

Also in Attendance (1)
Joanna Tyler – Meeting Clerk

Members of the Public (0)

PH.16067 APOLOGIES FOR ABSENCE (4)

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

*Received too late to be recorded at the meeting.

PH.16068 OTHER ABSENCES (1)

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

PH.16069 MINUTES

After two amendments, Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 5 January 2017.

PH.16070 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.16071 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public in attendance.

PH.16072 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Committee Members *NOTED* the following:-

- Illuminated Fire Exit Door installed above extension door.
- Window fan in kitchen is now working – the electrician found that a loose wire required reconnecting.
- Roof lights – all works completed 13.1.2017.

PH.16073 CAR PARK

Due to the absence of Cllr Hawkins, Members *NOTED* that this item would be included on the next Committee Meeting Agenda.

PH.16074 HALL HIRE RATES

Members were asked to consider if they wished to increase the hall booking fees for the financial period 2017/18. A copy of the current Booking Fees sheet, together with details of other local hall hire fees was attached to the agenda for Members perusal. The Booking Secretary was asked if there had been any negative comments regarding the current hall hire rates. The Booking Secretary stated that she had not received any complaints and the majority of booking for parties were made on recommendation. The Caretaker stated that the hall fees needed to be increased, as there would be increases in services such as electric over the next year and **PROPOSED** a 50p per hour increase for parishioner rates and £1 per hour for non parishioners. Mr Cooper stated that his club would prefer no increase this year, due to less members. Mrs Foster stated that whilst she did not agree with an increase in fees, she would accept it as there would be a possible increase in running costs for the hall. Mrs Foster added that the Mums and Tots club is currently struggling for numbers, however, they are looking at extra funding and would be advertising for new members.

Following further discussion, the Chairman asked Members to vote for the proposal made by the Caretaker which was for a 50p per hour increase for parishioner rates and £1 per hour for non parishioners, Mr Sawyer stated that he would second the proposal. A vote was recorded as follows:-

- 6 - For
- 2 - Against

Following which it was **AGREED** that the hall hire fees would be increased by 50p per hour for parishioners and £1 per hour for non parishioners for 2017/18.

Members discussed the storage facilities and **AGREED** that there would be no increase in storage costs for 2017/18.

PH.16075 BOOKING SECRETARY HONORARIUM

The Chairman asked the Booking Secretary to leave the meeting whilst this item was discussed.

Members were reminded that the Parish Hall's Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In March 2016, Members of this Committee awarded an honorarium to the Booking Secretary for the sum of £450.00, to cover the cost of expenses incurred whilst carrying out this role.

Members **NOTED** that a supply of 50 Large 2nd Class Stamps had been provided by the Parish Office, together with a supply of envelopes. Following discussion, the Caretaker proposed an increase of £25.00 for 2017/18, this would take into account the increase in costs for calling a mobile phone from a land line and also any increase in costs for petrol/diesel. All Members **AGREED** unanimously that the Booking Secretary would be awarded an honorarium of £475.00 for 2017/18.

The Booking Secretary was asked to rejoin the meeting.

PH.16076 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members **NOTED** that Baron Security attended the hall on Friday, 27 January 2017 to carry out the annual maintenance check of the hall's intruder alarm system. Cllr Hawkins was in attendance.

PH.16077 CHAIRMAN'S REPORT - The Chairman advised that he had nothing to report.

PH.16078 OTHER REPORTS

a) Regular Hall Hirers

Mums and Tots – Mrs Foster stated that the matter she wished to raise had been discussed earlier in the meeting and she did not have anything else to report. The Chairman asked Mrs Foster to keep the Committee informed with regard to their raising awareness of the club.

Flower Club – Nothing to report, however Mrs Shelley mentioned that the new water heater in the kitchen was a great addition and well used at the Flower Club's Christmas Dinner.

Harlow Bowmen – Mr Cooper reported that the rear exit in the extension had been blocked with chairs, stating that he believed that they had fallen over. No one present at the meeting knew who had put them there. The Caretaker stated that the chairs were the ones which required new screws. Members **AGREED** that they should be stored in the garage for the time being. Mr Cooper mentioned the purchase of padded chairs which were discussed at the previous Committee Meeting. The Meeting Clerk stated that at the Parish Council's Budget and Precept Meeting, Councillors had agreed to purchase 20 padded vinyl chairs the cost of which would be £880.00. They agreed to see how they fared with regard to wear and tear and cleaning and if necessary to start a rolling annual period of replacing the existing stock of chairs (150). Following discussion, Mrs Hawkins suggested that it may be more cost effective to look at purchasing vinyl cushions that could possibly be permanently attached to the existing chairs. The Meeting Clerk was asked to investigate this further.

Thornwood Seniors – Nothing to report.

b) Booking Secretary Report

The Booking Secretary reported that February is busy during the week days, Clearwater and Jonens have booked the hall for a meeting. The weekends are free. In March the weekends are busy with two parties and an allotment meeting. A lady had called earlier today to book for a children's party. The Booking Secretary had received an enquiry from a lady who would like to book the hall for a fund raising event for St Clare's and would like a reduced hire fee, or the hall to be given free of charge. Following lengthy discussion, Mrs Hawkins suggested that the hall should be offered at the parishioner rate, all Members **AGREED**.

c) Caretakers Report

The Caretaker reported concerns with regard to the Jazz Club. When the Caretaker

attended the hall on Tuesday, at the end of the Jazz Club session, the organiser had left a pile of books out in the hall. The Caretaker stated that he had advised the organiser that the books should not be left out as there would be other hirers using the hall, but the organiser left them in the hall anyway. The Caretaker also advised that the organiser had left a large plastic banner hanging above the stage. He asked the organiser to remove it before he left the premises, as if the banner fell down it could trigger the intruder alarm and he could then be liable for any call out charges. The organiser did not remove the banner on leaving the premises. The following morning, the Caretaker removed the banner as he found that it had been secured with ties to the electric cable trunking which runs along the top of the wall behind the stage, the banner was also obscuring the intruder alarm sensor positioned at the top of the wall behind the stage. Following lengthy discussion, Members of the Committee requested that the Meeting Clerk send a letter to the hirer of the hall for the Jazz Club stating that no items should be left on display, they should be stored in the storage cupboard. In addition no posters/notices should be attached to the walls and if a banner is used, there are hooks in the ceiling above the stage which it could be attached to and it must be removed at the end of the hirer's session.

The Caretaker advised that he had recently reported a defective street light located in the hall car park to the Clerk to the Council and that it had promptly been fixed. The Meeting Clerk mentioned that the street light at the far end of the car park had also been reported as not working and that this, in turn, had been reported to the Parish Council's contractor for further investigation.

d) Financial

The Meeting Clerk advised Members that at the Parish Council's Budget and Precept Meeting, Councillors had agreed to purchase the following items:-

- Commercial Microwave
- 20 wipe clean padded chairs

It was also agreed that funds would be made available to re-polish the wooden floor. Councillors also agreed to provide the additional funds to purchase a defibrillator, to a maximum of £500.

PH.16079 OTHER URGENT BUSINESS

There was no other urgent business to report.

Meeting closed: 8.05pm

Signed

Chairman

Date