



DRAFT MINUTES

Meeting: PARISH HALL AT **Date:** 7th February 2019 **Time:** 7.15 PM
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (10) Mrs S Hawkins (Chairman), Mrs J Abbott, Mrs I Smith, B Cooper, T Sawyer, T Drane, Mrs E Davis, Cllr B Clegg, Mrs D Shelley, Mrs S Bentley

Also in Attendance (1)

Susan De Luca – Clerk to the Council

Members of the Public (0)

PH18.075 APOLOGIES FOR ABSENCE (2)

Apologies for absence received from Cllr D Spearman.
& P Hebden

PH18.076 OTHER ABSENCES (0)

PH18.077 MINUTES

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 6th December 2018.

PH18.078 DECLARATIONS OF INTEREST

None declared.

PH18.079 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH18.080 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

Mrs S Hawkins confirmed that the Fire Exit route in the extension had been checked prior to the start of the meeting and was clear.

PH18.081 CAR PARK

The Clerk gave a review of what had been taking place to try to ensure that the car Park ‘ran freely’, the Members **NOTED** that 2 A Boards together with a set of Bollards to enable one entrance to the Car Park to be closed off during large events. All groups present have agreed to put the A boards and bollards out at their events. Cllr Clegg also advised Members regarding donations.

PH18.082 NEW TABLES

Iris Smith advised members that she now had the cheque available for the new round tables.

A lengthy discussion took place after which it was agreed that it would be better to purchase the 5foot round tables initially. Shirley and Iris will meet with Peter regarding confirmation as to where they can be stored. This should be carried out as soon as possible. Shirley will arrange this. Some of the older rectangle tables are damaged so they may be able to be disposed of.

PH18.083 PDSA PET CHECK VEHICLE

Members were advised the PDSA were in the area on the 9th & 10th July and wondered if they could use 4 spaces in the Car Park for their Animal Health Vehicle. Members agreed that due to the Hall being used for regular bookings, the only suitable date would be the afternoon of the 10th July (from 1pm). The Clerk would advise.

PH18.084 BUDGET / PRECEPT MEETING

Members were advised that Councillors considered the requests put forward by this Committee at the Finance and General Purposes Meeting held on 17 December 2018. Members were asked to **NOTE** the following extract from that meeting with regard to the decisions made:-

Parish Hall Works

- a) **Replacement PIRs** – *It was suggested that if these works were felt necessary by the Parish Hall at Thornwood Committee, the cost (£565) should be taken from the Structural Earmarked Reserve, and not specifically precepted for. It was suggested that perhaps a remote mobile phone linked activation / deactivation system should be considered by the Committee for the Alarm, as this would save money in the long run. It was noted that the new front doors had been fitted, and it was **AGREED** that the Parish Hall Committee should go back to the hall hirers who were unable to manage the alarm system, asking them to try again.*
- b) **New Blinds** – *it was suggested that if these works were felt necessary by the Parish Hall at Thornwood Committee, the cost (£1,950) should be taken from the Structural Earmarked Reserve, and not specifically precepted for.*
- c) **Replacement Internal Lighting** – *Councillors discussed this issue at length, including the reason for the need for this new lighting. Cllr Tyler advised that costs of a full change of the lighting system would be recouped back over a relatively short period of time by way of the electricity cost saving. It was **AGREED** that £2,000 should be taken from the Brent House Farm S106 funds to be put towards the cost of replacing the internal lighting at a future date, and that this should be considered again at the 2020/2021 budget meeting.*
- d) **Painting**
*It was **NOTED** the Committee wanted to repaint the entire inside of the hall, giving the example of recent works to Hastingwood Village Hall and how good the hall looks. It was suggested that the cost (£3,000) of such works should come out of the Structural Earmarked Reserve, and not specifically precepted for. Consideration should also be Given to the potential future lighting works, and the possible need for redecoration as part of the lighting change.*

However the Clerk advised that there were funds in the Hall Structural Fund that could be

used to undertake the works. Members agreed that they would like to undertake the following works from the Structural Fund;

Blinds
Replacement PIR'S
Painting

Mrs S Hawkins would liaise direct with the office in this matter.

The groups would be contacted and the need for them to undertake putting the Alarm on again would be stressed. Especially as the new door had now been fitted.

PH18.085 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members NOTED the following:

- **Annual Allotment Holders Meeting** – Sunday, 24th March 2019
 - **Annual Parish Assembly** – Monday, 25th March 2019
 - **Citizen of the Year 2018** – The Parish Council are seeking nominations for the Citizen of the Year Awards. Further information and nomination forms have been placed in the agenda packs.
- Play in the Park** has been booked for the afternoon of Wednesday, 21st August.

PH18.086 CHAIRMAN'S REPORT

In the absence of the Chairman there was No Report.

PH18.087 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – No report.
- Flower Club – No report.
- Harlow Bowmen – Dustpan & Brush had gone missing and one of the windows looked scratched
- Thornwood Seniors – No report

b) Booking Secretary Report

Eva the lady that had Christmas Day would like to thank the committee as they had a good day, they all loved the hall decorations and cleanliness. This year has started off with our regulars and lots of children's party's. For January we only had one free weekend.

The lady who does yoga has had three booking and one still to come. The NCBT are back with their regular bookings. This weekend we have a child's party each day, in February we have the last weekend free.

March starts with child's party, Shirley has an elvis night on the 16th and on the last weekend we also have another child's party. We also have the Parish Council allotment meeting we also have three bookings for the spiritualist group on Thursday over a couple of months. We have bookings for Blossom Nursery in July for their leaving party, with two at Christmas and Christmas Day is again booked with Eva.

I have a lady who wants to hire for her sons 21st as a surprise party she knows that £500 Returnable deposit and will need to be payed 3 weeks before hand. The manager at St Clare's in Epping would like to put a tea dance on they would like to have it for free. They would pay the returnable deposit but there is public liability and the gentleman who is doing the music has the license.

The decision was made by the committee that they did not wish to take the booking for the 21st birthday party due to previous concerns with parties in this age group. With regard to the tea dance, members agreed that the hall could be hired for the period requested for £60.

c) Caretakers Report

Toilet Cistern had loose bolts – Kevin had been asked to fix this.

d) Financial

The Structural Fund had £22,470, The Field fund was £2,877.

PH18.088 OTHER URGENT BUSINESS

Terry Drane had advised that a neighbour of his had made an enquiry about holding junior Football matches on the green at Thornwood. The Clerk advised that she had had a conversation with someone a few days before regarding this. A discussion was held regarding members previous concerns regarding matches being held in this location. The Clerk advised that if a formal approach is made to the Parish Council she would advise Councillors of Thornwood Members concerns.

Date of next Committee Meeting: Thursday, 7th March 2019.

Meeting closed: 7.55pm

Signed

Chairman

Date