



MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 5 January 2017

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, P Hebden, T Drane, B Cooper, Mrs I Smith, Cllr B Clegg

Also in Attendance (2)

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

Members of the Public (1)

PH.16053 APOLOGIES FOR ABSENCE (3)

NOTED, apologies for absence had been received from Mrs L Foster and Mrs D Shelley and Mrs E Davis*

**Apologies received too late to be reported at the meeting.*

PH.16054 OTHER ABSENCES (0)

PH.16055 MINUTES

After two amendments, Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 3 November 2016.

PH.16056 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.16057 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the member of the public in attendance.

PH.16058 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Committee Members **NOTED** the following:-

- A replacement water heater had been purchased and installed at a cost of:-
£379.00 (purchase price includes two spare water filter cartridges).
£ 45.00 (installation charge).
- Two illuminated Fire Exit door signs have been purchased at a cost of £30.00.
Cllr Hawkins advised that he arrangements were in hand for an electrician to install the fittings. Cllr Hawkins also mentioned the window fan in the kitchen, stating that it was not working and needed replacing. The Chairman confirmed that both he and Cllr Hawkins would be liaising with the electrician with regard to this.

- A new internal lock and door handle for the hall entrance had been purchased and fitted by the caretaker. The Clerk to the Council thanked Mr Hebden. Cllr Hawkins advised that he had given the caretaker a box of screws for the chairs.
- Roof Lights - As discussed at the previous Committee Meeting, the Clerk to the Council advised that a quote had been received from Mackie Roofing to undertake repairs to the roof. The works quoted for include removing the covers to all six extractor fans and cart away, leaving the six existing pipes still through the roof. Cap over each top opening with flash band adhesive tape and supply and fit six new metal cappers. Whilst inspecting the roof it was also noticed that some of the corrugated sheets had been damaged. The cost quoted is £631.00 plus VAT. As the quote was received over the Christmas period, the Chairman of the Parish Council and the Clerk agreed that the works should be carried out as soon as possible, bearing in mind that the roof contains asbestos, which the contractor is aware of. It is expected that the repairs will be carried out within the next couple of weeks.

PH.16059 ALARM SYSTEM

Members of the Committee were advised that the Spiritualist Group have set the alarm off on a number of occasions, resulting in the caretaker having to attend the hall to re-set the system. The Clerk to the Council stated that Cllr Hawkins had spoken to group's organiser on the phone at the Parish Office and at his home regarding this. Cllr Hawkins advised that he was told that they (the Spiritualists) do not leave the heaters turned on, however when Cllr Hawkins, Mrs Hawkins and Mr Hebden checked the hall following one of the Spiritualist Meetings, they had to turn all of the heaters off. Cllr Hawkins stated that he was concerned it was costing a lot of money each time the alarm is triggered, taking into account the call out charges from the alarm company and the call out charges for the caretaker to attend. The Clerk to the Council stated that it is costing a lot of money and needs to be resolved. The Clerk to the Council confirmed that the Spiritualists are in receipt of the card detailing the operating instructions for setting the alarm. Cllr Hawkins advised that he would be meeting with the Spiritualists when they return on the 10th January 2017 to run through the procedure when leaving the hall, adding that if any Member would like to join him they would be very welcome. If the problem continues, consideration may need to be given to requesting a deposit from the Spiritualist Group, which they would lose if they set off the alarm.

PH.16060 CAR PARK

The Clerk to the Council advised Members of the Committee that arrangements were in hand to issue new parking permits, an example of which was displayed. Members **NOTED** that Cllr Hawkins would be obtaining the registration numbers of the cars which would be allocated a permit, once received the registration number will be printed on to the permit and each one laminated. The permits cannot be photocopied as each one will have a watermark of the Parish Council's logo. Should there be a change to the registration number, a new permit will need to be issued. Cllr Hawkins stated that the permit holders will only be allowed to park in the allocated parking spaces and he will be clearly numbering the seven spaces with spray paint. The Clerk to the Council advised Members that a donation had not been received for this year's accounts. The last time a donation was received was on 16 November 2015.

PH.16061 BUDGET/PRECEPT ITEMS

The Clerk to the Council handed out copies of the Parish Hall Accounts as at 31st December 2016. The Chairman asked if there was still a charge for storage. The Clerk advised that the invoices were always sent out at the beginning of January and she had handed some out today. The Clerk reminded Members that they had requested that any funds raised by the Committee during the past year should be allocated to the defibrillator fund. Mrs Hawkins asked if there was enough money to purchase a defibrillator, The Clerk stated that around £2200 would be needed to purchase a defibrillator with a cabinet and the fund currently stands at £1,645.42. The Clerk advised that she would be making a recommendation to Council to move £500 via monies already held and allocate to the defibrillator fund, as the purchase would be a benefit to the whole of the parish. Cllr Clegg queried the date of 31st March 2016, the Clerk confirmed that it should read 31st March 2017.

The Clerk to the Council asked the Committee if they had any items they wished to put forward for consideration at the Parish Council's Budget and Precept Meeting. She advised that over the Christmas period she had cleared out the items stored in the garage which related to the Parish Council. The Clerk advised that the garage is very damp and could no longer be used for storage. She stated that she could look for funding from CIF for replacement of the garages, however, the maximum amount that could be applied for is £20,000, therefore would need to look at how much it would cost to rebuild. Mrs Hawkins suggested obtaining a container unit as a replacement. The Clerk said that the Committee may want to look at a better option. Planning permission would not be required, provided the building was the same size, however, it would be required if the replacement building had a pitched roof. Members **AGREED** that the Clerk should investigate the possibility of a replacement building for the garages which would provide a secure and water-tight storage facility.

Following lengthy discussion, Members **AGREED** that the following items should be put forward for consideration at the Budget/Precept Meeting:-

- Industrial Microwave (not required if purchase of industrial cooker agreed)
- Industrial Cooker (electricians may need to be checked if purchase agreed)
- Refurbishment of wooden floor (cleaning/polishing)
- Padded chairs (wipe clean covering)

The Clerk to the Council stated that she would obtain costings for each item.

PH.16062 CHRISTMAS TREE DONATION

Members **NOTED** that the Clerk to the Council had been contacted by a local resident who had offered to donate a Christmas Tree (Norwegian Spruce) to the village. The tree had been grown in a pot in the village and is 12 years old. The resident had suggested that the tree could be planted near to the hall as a future Christmas decoration or to enhance the nature reserve. Following discussion, Members **AGREED** that they would like to accept the donation and asked that the Clerk to the Council contact the resident to pass on their thanks.

PH.16063 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Meeting Clerk advised that she had nothing further to report.

PH.16064 CHAIRMAN'S REPORT - The Chairman advised that he had nothing to report.

PH.16065 OTHER REPORTS

a) Regular Hall Hirers

Mums and Tots – Nothing to report this month, however, the Clerk to the Council advised that she had received a report from them which is to be held over until February, pending further information.

Flower Club – Nothing to report.

Harlow Bowmen – Nothing to report.

Thornwood Seniors – Nothing to report.

b) Booking Secretary Report

The Booking Secretary reported that December was a busy month with three Christmas dinners. Blossom Nursery had three school plays and there were the usual hirers, together with children's parties. The New Year has started with the National Child Birth Trust and the Jazz Club. Regular hirers start back next week.

The Booking Secretary advised Members that she had received a letter from the lady who hired the hall on Christmas Day, thanking the Committee (the Clerk to the Council read out the letter). The lady has re-booked for Christmas Day 2017.

c) Caretakers Report - The caretaker advised that he had nothing to report.

d) Financial - This item had been covered under Budget and Precept.

PH.16066 OTHER URGENT BUSINESS

The Clerk to the Council advised Members of the following events which will be taking place at the hall later in the year:-

Sunday, 19 March 2017 – Allotment Holders Meeting

Monday, 20 March 2017 – Annual Parish Assembly, followed by the Civic Awards.

The Clerk advised Members that if they wished to nominate anyone for an award, forms are available from North Weald Library or via the Parish Council's website.

Completed forms should be sent to the Parish Office by no later than Monday, 27 February 2017.

Meeting closed: 7.50pm

Signed
Chairman

Date