



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 7 March 2019

Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (9) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, Mrs I Smith, Cllr B Clegg, P Hebden, B Cooper, T Sawyer, T Drane

Also in Attendance (1)

Joanna Tyler – Meeting Clerk

Members of the Public (0)

PH18.089 APOLOGIES FOR ABSENCE (1)

Apologies for absence received from Mrs E Davis

PH18.090 OTHER ABSENCES (1)

No apologies for absence received from Mrs D Shelley

PH18.091 MINUTES

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 7th February 2019.

PH18.092 DECLARATIONS OF INTEREST

None declared.

PH18.093 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH18.094 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

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

b) Pest Control

Members **NOTED** that the Pest Control contractor had reported that bait had been taken from the boxes located around the exterior of the building on the past two scheduled visits. No evidence had been recorded of rodents entering the building.

PH18.095 HALL HIRE FEES

Members were asked to consider if they wished to increase the hall booking fees for the financial period 2019/20. A copy of the current booking fee sheet was attached to the agenda, together with details of other local hall hire fees, for information. Cllr Clegg

stated that he had looked at the hall's hire rates, in comparison with other areas and would recommend that the fees remain the same for the forthcoming year. Following lengthy discussion, all Members **AGREED** unanimously.

Cllr Clegg referred to the £500 deposit for bookings after 6pm and stated that the deposit is more than double than what is charged by other local halls and asked the Booking Secretary if she felt that bookings were lost because of this. The Booking Secretary stated that she had not received any comments from hirers, advising that the deposit had to be paid two weeks before the hire date and that the deposit is paid back to the hirer by the Parish Office following the event. Members discussed whether or not the deposit fee should be reduced. The Caretaker expressed concern with regard to reducing the deposit for parties where alcohol would be present. The Chairman suggested that the Booking Secretary monitor the matter and report back to the Committee should there be any queries regarding the £500 deposit.

The Booking Secretary mentioned that there is a £150 deposit charged for children's parties. The Meeting Clerk referred to the Booking Terms and Conditions attached to the agenda and stated that there was no mention of the £150 deposit and asked Members if they wished to amend the Booking Terms and Conditions to reflect this. Following discussion, Members **AGREED** unanimously that the wording should be as follows:-

A Good Conduct deposit of £150.00 is required for bookings made for children's parties (up to 10 years of age)

Mr Cooper referred to the current hall hire fees and stated that he believed that the Bowmen had been paying £17.50 per hour for their sessions, rather than £16.50 per hour. The Meeting Clerk confirmed that Members had agreed last year to reduce the hourly rate charged to parishioners for sessions booked Monday to Thursday (6pm to Midnight) by £1.00. Following discussion and in agreement with Mr Cooper, Members **AGREED** that the Booking Secretary would arrange for one free session to be made available to the Bowmen in April.

PH18.096 BOOKING SECRETARY HONORARIUM

The Chairman requested that the Booking Secretary leave the meeting for the duration of this item.

Members were asked to consider awarding the Booking Secretary an honorarium for the forthcoming year. Members **NOTED** that the Parish Office would provide 50 2nd Class Large Stamps, together with a supply of envelopes. Members **NOTED** that in March 2018, the honorarium awarded was for £500.00 to cover a 12 month period. The Chairman and Vice Chairman informed Members that the Booking Secretary was more than happy with the amount awarded in 2018. Following discussion Members **AGREED** to award an honorarium of £500.00 to cover a 12 month period.

The Booking Secretary rejoined the meeting.

PH18.097 HALL HIRERS BOOKING TERMS AND CONDITIONS

Members had discussed amendments to the Booking Terms and Conditions under item PH18.095 and **AGREED** that no further amendments were required.

PH18.098 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members **NOTED** that the Annual Parish Assembly is to be held on Monday, 25th March 2019. The Meeting Clerk advised that there would be a number of community groups present from 6pm.

PH18.099 CHAIRMAN'S REPORT

The Chairman asked Cllr Buckley, the Chairman of North Weald Bassett Parish Council, to update the Committee with regard to the storage container. Cllr Buckley advised that the container would be ready this weekend and that he would be making arrangements to have it delivered to the hall. Cllr Buckley asked the Booking Secretary if she could advise the Parish Office of two or three dates towards the end of March when the hall would not be occupied. Cllr Buckley stated that half of the car park would be cordoned off to deter anyone from parking near to the hall entrance on the day of delivery. The container is to be placed on the parking spaces near to the defibrillator and arrangements would be made to have it lifted into place as soon as possible. Mr Sawyer expressed concern as to whether the car park surface would be damaged by the crane. Cllr Buckley advised that the contractor had visited the site and was happy that the crane would not be too heavy. Cllr Clegg said that there would need to be enough room between the container and the defibrillator to ensure that people can still access it, should it be required. Mr Sawyer expressed concern that the crane operator would have difficulty accessing the car park from Weald Hall Lane. Cllr Buckley advised that the contractor had checked the access and was happy with it.

Cllr Clegg asked the Chairman if he could recall a discussion which took place at a Parish Council meeting regarding the new front doors and if a new sign was to be installed. The Chairman advised that the wording of the sign would need to be discussed and agreed by Parish Councillors. Members discussed at length what wording they thought should be placed on the sign. The Chairman asked the Meeting Clerk to put forward this item for the next Parish Council Meeting.

PH18.100 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – No report.
- Flower Club – No report.
- Harlow Bowmen – No report
- Thornwood Seniors – Mrs Smith reported that she had used the new car park signs at an event held earlier in the day and was pleased to advise that they had deterred people from using the car park. Mrs Smith mentioned the new round tables and advised that she had been liaising with the Caretaker and Vice Chairman with regards to the best place to store them in the extension. The Parish Office is in receipt of the money for the tables. Mrs Smith stated that she hoped to have a fundraiser in October to purchase a stand for the tables.

b) Booking Secretary Report

The Booking Secretary reported that *this weekend is free, but the week commencing Monday is busy with something on every day. Saturday, 16th there is the Elvis Evening. Monday, 18th starts with a busy week with regulars and on Thursday evening a lady from Romford has hired the hall for a Medium Evening. Saturday, 23rd there is a child's party and Sunday, 24th there is the Allotment Meeting. On Monday, 25th the office have the hall for the Parish Assembly. The Spiritualists are in on the 26th and 27th, with Friday 29th as well. Over the last couple of days there have been three enquiries about the hall but these need to be confirmed, these are two children's parties and a christening party.*

c) Caretakers Report

The Caretaker mentioned that the bench in the far corner of the playing field had been damaged and that this had been reported to the Clerk to the Council.

The Caretaker reported that the gutters needed to be cleaned. Following discussion, Members **AGREED** that arrangements should be made for the Parish Council's contractor to clean the gutters.

d) Financial Report – no report.

PH18.101 OTHER URGENT BUSINESS

Mrs Hawkins asked if permission could be given for the hall hire fees to be waived for the Elvis Night which is to take place on Saturday, 16th March, in aid of St Clare's Hospice. Following discussion, the Meeting Clerk reminded Members that when the subject of charity hall hire fees had been discussed at a previous meeting, the Committee had agreed to look at each enquiry received on an individual basis. As the Chairman of the Parish Council and two Parish Councillors were present, it was agreed that permission could be given, without the need to refer the request to the Parish Council.

Mrs Hawkins mentioned the Allotment Meeting which is to be held on 24th March and asked the Committee if it would be acceptable for her to offer the gardening equipment that she had been given for sale to the allotment holders, in aid of St Clare's Hospice. All **AGREED**.

Date of next Committee Meeting: Thursday, 4th April 2019.

Meeting closed: 8.00 pm

Signed
Chairman

**North Weald Bassett
PARISH COUNCIL**

MINUTES

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

Date 7th March 2019

Date