



Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 9 March 2017

Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (11) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, P Hebden, B Cooper, Mrs D Shelley, Mrs I Smith, T Drane, Mrs E Davies, Mrs J Abbott*
*Arrived at the meeting at 7.20pm

Also in Attendance (1)
Joanna Tyler – Meeting Clerk

Members of the Public (0)

PH.16080 APOLOGIES FOR ABSENCE (1)
NOTED, apologies for absence had been received from Cllr B Clegg

PH.16081 OTHER ABSENCES (1)
NOTED no apologies for absence had been received from Mrs L J Foster

PH.16082 MINUTES
Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 9 February 2017.

PH.16083 DECLARATIONS OF INTEREST
NOTED there were no declarations of interest.

PH.16084 QUESTIONS FROM MEMBERS OF THE PUBLIC
There were no members of the public in attendance.

PH.16085 HEALTH AND SAFETY
Members **NOTED** that the Responsible Person for Health and Safety (Adriana Jones) had completed both a Fire Risk Assessment and a General Risk Assessment of the Parish Hall at Thornwood Common on Thursday, 9th February 2017. Members **NOTED** the contents of both documents and **AGREED** the following necessary actions:-

FIRE RISK ASSESSMENT/GENERAL RISK ASSESSMENT

ACTION	Remove tape from Cooker Switch	NOTED - Caretaker to remove – 9 March 2017
ACTION	Replace bowed shelves in locked cleaning materials cupboard	NOTED - Cllr Hawkins AGREED to source and install new shelving
ACTION	PAT testing of all small electrical equipment to be arranged. Update – 1/3/17 Jo Tyler organising	NOTED - Contractor booked to carry out PAT testing of hall equipment 31/3/2017 – Cllr Hawkins will be in

		attendance. Regular Hall Users reminded to leave out any items held in their storage cupboards the day before (must be clearly labelled).
ACTION	At 2015 inspection, Committee agreed the door in the extension leading to the car park should NOT be a fire escape and guidance was given that the signage should be removed (copy comment – 5/11/15 – Discussion took place and it was agreed that this door should NOT be labelled a fire exit door. It was AGREED that the fire exit door sign should be removed). This has not taken place. The Committee need to agree whether or not it is in fact a fire exit (the guidance hereby that it should remain a fire exit) and if so ensure it is kept clear at all times, with the suggestion that this is checked at each Committee meeting.	<p>NOTED - an illuminated fire exit sign has recently been installed above the door and Committee Members AGREED to check that the route is clear following the meeting.</p> <p>Cllr Hawkins confirmed 10/3/2017 that the fire exit route in the extension is now clear.</p> <p>A reference to Health and Safety will be placed on future agendas and Committee Members will visually check that the route is clear following each meeting.</p>
ACTION	Mums and Tots to be contacted and asked to review how they store their equipment and to establish if they complete their own risk assessment of this area. Guidance to be supplied to Mums and Tots regarding safe storage of equipment.	The Mums and Tots representative was not present at the meeting, therefore Committee Members NOTED the comments and AGREED that the Responsible Person for Health and Safety contact Mums and Tots with regard to the findings of the Risk Assessment and report back to the Committee.
ACTION	New 'Turn Handle' signs for fire exit doors to be erected. Update 3/3/17 – Given to Jo to give to Caretaker to erect.	NOTED
ACTION	Overgrown Brambles by Fire Assembly point to be cut back and managed to ensure fire assembly point is kept visible. Update 22/2/17 – Cllr Hawkins informed.	NOTED
ACTION	Location of 2 newly purchased fire exit signs to be located.	Members NOTED that one sign had been installed above the fire exit door in the extension. The caretaker confirmed that the second sign has been stored in the cupboard underneath the sink in the kitchen (next to the first aid box).
ACTION	Erect 'if you discover a fire' notice in the Kitchen in prominent location.	Members NOTED that the Caretaker had been given new signage to erect 9/3/2017.

ACTION	<i>Erect Fire Evacuation route for Storage Room in prominent position.</i>	<i>Members NOTED that the Caretaker had been given new signage to erect 9/3/2017.</i>
ACTION	<i>Fire Exit in Extension needs to either have signage removed, or formally accepted as a functioning fire exit and kept clear at all times (as referred to under 3.3)</i>	<i>See previous comments regarding fire exit in extension.</i>
ACTION	<i>Contact maintenance company to establish if an Annual Inspection has taken place and if not arrange for this take place. Update 27/2/2017 – confirmation received that this was Ardent’s error. 28/2/2017 – Annual Inspection took place.</i>	NOTED

RISK ASSESSMENT

HAZARD	ACTION	COMMITTEE COMMENTS
<i>Vehicle Movement</i>	<i>Committee to consider if signs for entrance and exit to car park are needed.</i> <i>Area of car park towards the allotments is rather dark and consideration should be given to the possibility of lighting in this area not only for hall users but for security reasons.</i>	<i>Members NOTED the Responsible Person’s comments, however, as Members of the Committee could not recall any accidents occurring, they AGREED that signage was not required at the present time.</i> <i>Members NOTED the Responsible Person’s comments, however, the Committee felt that there was sufficient lighting from the street light at the far end of the car park (which has recently been repaired) and therefore there is no need for a security light. Members also commented that allotment holders should not be accessing allotment plots after dark.</i>
<i>Hazardous substances, e.g. cleaning products</i>	<i>New shelving needed in cupboard in kitchen for storing cleaning products as current ones are bowing.</i>	<i>NOTED – Cllr Hawkins to organise new shelving and installation.</i>
<i>Electricity</i>	<i>Last Annual Portable Appliance Test carried out 2015 – recommend further tests are completed ASAP especially considering the age of some of the electrical equipment.</i> <i>Some plugs had protective</i>	<i>NOTED - PAT testing booked for 31/3/2017, Cllr Hawkins has agreed to be in attendance. Regular Hall hirers reminded to leave out any items held in storage cupboards the day before.</i> <i>Members NOTED and AGREED that a pack of</i>

MINUTES

Meeting: PARISH HALL AT THORNWOOD
COMMON MANAGEMENT COMMITTEE

Date 9 March 2017

	<i>sockets in – some didn't – check with mums and tots if they still use their own, and committee to consider if socket protectors should be used at all times.</i>	<i>10 protective socket covers should be ordered. All sockets will be covered, with the date recorded in a register.</i>
<i>Stored Equipment</i>	<i>Mums and Tots storage could easily collapse and cause injury. Establish if Mums and Tots complete Risk Assessment of this storage.</i>	<i>NOTED, as per previous comment, Responsible Person to contact Mums and Tots representative direct.</i>
<i>Asbestos</i>	<i>Yearly check due by members of the Committee to assess if any disturbance of asbestos is evident. MC to complete and advise Parish Office if this is the case.</i>	<i>NOTED – following discussion, Cllr Hawkins AGREED to undertake the yearly check and report back any findings to the Responsible Person. The Meeting Clerk handed Cllr Hawkins a report for completion – 9/3/2017.</i>
<i>Fire</i>	<i>Refer to Fire Risk Assessment and ensure actions identified as necessary from the Fire Risk Assessment are completed.</i>	<i>NOTED – see previous comments regarding Fire Risk Assessment.</i>
<i>Other General</i>	<p><i>Check location of First Aid book – could not be located at time of inspection.</i></p> <p><i>Foot stalls in disabled toilet would benefit from cleaning.</i></p> <p><i>The wall heaters can get very hot and consideration should be given to providing guarding to these heaters.</i></p> <p><i>Some electrical sockets on the wall by the stage with wording that is faded – not clear what this is – Committee to establish</i></p>	<p><i>Members NOTED that the Meeting Clerk had spoken to the Caretaker prior to the start of the Committee Meeting – to ascertain the location of the First Aid book. The Caretaker confirmed that the First Aid book is stored in the cupboard underneath the sink in the kitchen, next to the First Aid Box.</i></p> <p><i>The Caretaker informed the Committee that the foot stalls are the property of the Mums and Tots group. Members AGREED that the Responsible Person, when writing to the Mums and Tots Group with regard to Risk Assessment for storage, should also mention that the foot stalls require cleaning.</i></p> <p><i>Members asked if the cost of providing guards could be looked into and reported back for consideration at the next committee meeting.</i></p> <p><i>The Chairman inspected the sockets and stated that it was a timer unit for ensuring that the power to the socket is cut at 11.30pm – the sockets are used for plugging in DJ's</i></p>

	<i>what these are, and agree if better labelling is needed.</i>	<i>equipment. No decision was made as to whether or not it required relabeling as the cover would only be accessed by an electrical contractor.</i>
--	---	---

PH.16086 CAR PARK

Cllr Hawkins reported that he had been unable to contact the owner of Jonen's with regard to their future usage of the car park, adding that the Care company are no longer using the car park. He stated that he would try to arrange an appointment and would update the Committee at the next meeting.

PH.16087 PARISH HALL ALARM SYSTEM

The Caretaker reported that he had to reset the alarm following the evening session booked by the Spiritualist Group on Friday, 24 February 2017. The Meeting Clerk stated that the Clerk to the Council had requested that the Committee make a decision how to move forward. On previous occasions the Spiritualist Group had been contacted via letter, email and telephone regarding setting the alarm and Cllr Hawkins had met with the group to ensure that they were following the correct procedure. Following discussion, Members **AGREED** that a final letter should be sent to the Spiritualist Group, warning that if the alarm is triggered again in error, a charge would be incurred by the group.

The Caretaker asked the Meeting Clerk if the alarm company send a log of calls when the alarm is triggered to the Parish Office. The Meeting Clerk advised that they didn't and that she would contact the alarm company to ascertain whether they should be informing the Parish Office.

PH.16088 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Meeting Clerk reported that, following last month's meeting and the suggestion that rather than purchasing 20 padded chairs would it be possible to source a supplier of vinyl cushions that could be permanently fixed to the existing hall chairs, she had been advised that as the Parish Council had agreed the purchase at the Budget and Precept Meeting the funds allocated would need to be used to purchase the padded chairs. Concern had also been expressed that if cushions were purchased they could work loose from the chairs causing a health and safety risk to users.

PH.16089 CHAIRMAN'S REPORT - The Chairman advised that he had nothing to report.

PH.16090 OTHER REPORTS

a) Regular Hall Hirers

Mums and Tots – Nothing to report.

Flower Club – Nothing to report.

Harlow Bowmen – Nothing to report.

Thornwood Seniors – Nothing to report.

b) Booking Secretary Report

The Booking Secretary reported that March had started with Mums and Tots and the Bowmen. Sunday, 5th and Monday, 6th were booked by the National Child Birth Trust, followed by regulars for the rest of the week. Sunday, 12th there is an afternoon tea.

Week starting the 13th, every day is booked. Sunday, 19th there is the allotment meeting and on Monday, 20th the Annual Parish Assembly. Saturday, 25th there is a children's party and then regular users to the end of the month. Blossoms Nursery have a booking in July and three afternoons have been booked in December for their Christmas play. The Booking Secretary reported that the lady who had requested use of the hall for a Charity Quiz had cancelled the booking.

The Booking Secretary reported that she had received two enquiries, one regarding hiring the hall every Thursday evening for an hour and a half, 7pm to 8.30pm for a fitness session and one regarding hiring the hall for every single Saturday Morning, 8am to 10am for Slimming World.

With regard to the first enquiry for Thursday evenings, the Caretaker stated that the running costs for the hall would be more than the hirer's fee. Members discussed the possibility of moving the Committee Meetings to a different day. The Booking Secretary confirmed that there were regular bookings every weekday evening, apart from on a Thursday, however, not every Thursday would be available due to the Parish Hall Management Committee Meetings taking place on the first Thursday of the month. The hall is also used as a Polling Station and voting takes place on a Thursday. The Booking Secretary also informed Members that the potential hirer was insistent on having every Thursday evening. Mr Cooper stated that the Bowmen finish after the 12th April, returning in September, therefore Wednesday evenings would be available for Committee Meetings for a period of 4 months and suggested that the day for the meetings could be temporarily changed to a Wednesday during that time. Following discussion, Members **AGREED** that, subject to confirmation from the Clerk to the Council, the Committee would consider temporarily moving the day of the Parish Hall Management Committee Meetings to a Wednesday from May until August 2017, noting that the day would need to switch back to a Thursday from 1st September 2017. The Meeting Clerk was asked to speak to the Clerk to the Council the following day and to advise the Booking Secretary accordingly. The Committee **AGREED** that the potential hall hirer would also be required to hire the hall for the evening as a block booking for 4 hours, the Booking Secretary would need to inform the potential hirer that it would be a temporary arrangement commencing after the 12th April until the end of August 2017.

With regard to the Saturday morning booking, Members expressed concern that potential hirers looking to hire the hall all day for a party or for an anniversary or wedding venue may not consider the hall if they could not hire it in the morning. Cllr Hawkins and Mr Sawyer both suggested that the potential hirer would need to hire the hall as a block booking from 9am to 12pm. Mrs Davies and Mrs Hawkins suggested that a minimum hire period of three months should be considered. Following discussion, Members **AGREED** that the Booking Secretary should go back to the potential hirer with the Committee's suggestions.

The Booking Secretary thanked Members for granting her an honorarium for 2017/18.

c) **Caretakers Report** - nothing to report.

d) **Financial** - nothing to report.

PH.16091 OTHER URGENT BUSINESS

Mrs Hawkins asked the Committee if they would grant permission for the Thornwood Festival Committee to have use of the playing field and the hall free of charge for Sunday, 25th June 2017, all Members **AGREED**. Members **NOTED** that the request would be placed on the Parish Council Agenda for April 2017.

Mr Cooper asked if there was any news on the purchase of a defibrillator. Cllr Hawkins stated that he would give an update at the next Committee Meeting.

Meeting closed: 8.25pm

Signed

Chairman

Date