



DRAFT MINUTES

Meeting: PARISH HALL AT **Date:** 8 November 2018 **Time:** 7.15 PM
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

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

Also in Attendance (3)

Joanna Tyler – Meeting Clerk
Susan De Luca – Clerk to the Council
Cllr Alan Buckley – Chairman, North Weald Bassett Parish Council

Members of the Public (1)

PH18.047 APOLOGIES FOR ABSENCE (2)

Apologies for absence received from Cllr R Spearman, Mrs L Foster

PH18.048 OTHER ABSENCES (1)

No apologies for absence received from Mrs D Shelley

PH18.049 MINUTES

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on
4th October 2018.

PH18.050 DECLARATIONS OF INTEREST

None declared.

PH18.051 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH18.052 HEALTH AND SAFETY

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.

PH18.053 CAR PARK

Members **NOTED** that the Clerk to the Council had made arrangements for an attendant to be
present in the car park on the following days in December:-

- Monday, 3rd (West Essex Flower Club)
- Thursday, 6th (Thornwood Seniors Christmas Dinner).

PH18.54 BUDGET/PRECEPT ITEMS

Following discussion at the previous Committee Meeting regarding the possibility of purchasing new curtains, Members **NOTED** that Mrs Davis had obtained three quotes and that these had been passed to the Parish Office, for consideration by Councillors at the Budget/Precept Meeting. Mrs Hawkins informed Members that she had been invited to Hastingwood Village Hall on 2nd December to look at their new blinds. Mrs Davis will also be attending. Mrs Davis stated that she was in the process of sourcing quotes for blinds, as a possible alternative to curtains.

PH18.055 CLERKS UPDATE AND COMMUNICATIONS REPORT – No report.

PH18.056 CHAIRMAN’S REPORT – No report.

PH18.057 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – No report.
- Flower Club – No report.
- Harlow Bowmen – No report.
- Thornwood Seniors – No report.

b) Booking Secretary Report

The Booking Secretary reported that September was busy most days with bookings. There were children’s parties, regulars and yoga. The MacMillan Coffee Morning was a great success. October also had a lot of bookings, including the Bridge Club and Clearwater Care had a training session for a whole day. November has regulars a Race Night on Friday evening, two children’s parties in the first weekend. In the middle of November there is the Spiritualist’s and the last weekend there is a child’s party. The Christmas decorations are being put up on Sunday, 2nd December. We have regulars the first week in December. There is also a 90th Birthday Party and on the 9th we have the Carol Service. The Seniors have their Christmas Dinner on the 6th. Week beginning the 10th we have Blossoms Nursery with three afternoons for their Christmas plays, we also have the Tuesday Club Christmas Dinner. The last week the Bowmen are in. Christmas Day there is a Charity Christmas Dinner (on the 30th November the Spiritualist’s are helping to raise money for this). The Spiritualist’s start back after Christmas on the 8th January and the Bowmen start back on the 9th.

c) Caretakers Report

Kitchen Window

The Caretaker reported that the kitchen window was accidentally broken when the garage was being dismantled. The Caretaker advised that the window had now been replaced. However, Members **NOTED** that the contractors had activated the hall alarm in error during installation, following which the Caretaker reset it.

New Broom

The Caretaker asked the Committee if a new broom could be purchased for the hall. The Clerk to the Council confirmed that it could and requested that the invoice be sent

to the Parish Office for reimbursement.

d) Financial

The Clerk to the Council referred to the discussion which took place at the previous meeting regarding the accounts and tabled a financial report for Members perusal. The Clerk to the Council informed Members that she had completed a short analysis comparing last year's accounts, to the accounts for this year to date. Income from hall hire fees is predicted to be at least £4,600 down on last year's accounts, due to the loss of hall hire fees from the Jazz and Slimming World and donations from Jonen's. The Clerk advised that £1800 is expected to be received from Thornwood Seniors, who only pay once a year. Mums and Tots pay twice a year and in excess of £700 is expected for the current year. The Booking Secretary confirmed that payment had now been received from Mums and Tots.

The Clerk to the Council stated that the Committee needs to look at a marketing strategy to encourage regular hirers, advising that both the Jazz and Slimming World were hirers from outside Thornwood. The Clerk to the Council suggested that advertising would need to be wider than just the village. Mrs Davis offered to put an advert together for posting on social media, stating that she would get the wording approved by the Parish Council beforehand. The Clerk suggested that it would be a good idea to look at attracting one off events such as training days. Discussion ensued regarding the car park. The Clerk stated that the drop in donations would be reported to the Finance and General Purposes Committee.

PH18.058 SUPPLEMENTARY ITEM

(1) Update on Removal of Garages

Councillor Buckley, Chairman of the Parish Council, informed the Committee that a decision had been agreed to retain one of the garages. This would be used to store items such as the outdoor chairs and tables. By retaining one of the garages, the Parish Council's storage room could be utilised for additional storage.

Councillor Buckley reported that he was currently in the process of ordering a 20ft container from a company based on North Weald Airfield, he advised that there was currently a lead time of 10 weeks for delivery. Cllr Buckley advised that the entrance door to the container would be facing the kitchen window of the hall. The container will be boarded out and will have lighting and heaters. Racking will be fitted to store the Parish Council's filing boxes. Once delivered to site, arrangements will be made for a long crane to lift the container across the roof of the hall. Members **NOTED** that arrangements will be made to ensure that there are no hall bookings on the day and that the car park is empty.

(2) Advertising Board

Committee Members **NOTED** that at the Parish Council Meeting held on Monday, 5th November, the possibility of placing an Advertising Board on the Playing Field was discussed at length. Councillors had requested that the matter be considered by

Members of the Committee, as to whether a board would be used and how it would be managed. A drawing of the proposed design and sizing of the board was attached to the agenda. Members **NOTED** the following extract from the Parish Council Meeting Minutes:-

C18.125 ADVERTISING BOARD ON THE PLAYING FIELD / COMMON THORNWOOD

Members NOTED that work on the advertising board for the Parish Hall had been completed by former Councillor, Mrs Crosby, including the design and sizing of the board. The Clerk reminded Councillors that they had agreed to go ahead with the board. The cost to apply for planning permission for the board was £460, with a further £421 for the creation and installation of the board itself. Cllr Mrs Jackman asked how often the board was expected to be used, and who would monitor it. Cllr Mulliner stated that he felt the Parish Hall at Thornwood Committee should be consulted again to see if they actually felt this would be of use to the hall rather than spending just under £1,000 on something that may not even be used. Cllr Mrs Jackman agreed.

The Chairman asked if agreement had been reached as to where the sign would be positioned, however it was NOTED this had not been agreed, albeit it would be near the High Road. Cllr Jackman stated that the sign erected by former Councillor, Mrs Crosby for the Artisan sale was quite a good sign and looked like it would have got the message across. Cllr Clegg stated that his only concern with the design was that it was two dimensional which would be rather difficult to see from the road, and suggested it should be a three dimensional sign, and was concerned that the cost of a three dimensional sign would be hard to justify. After discussion, it was AGREED this should be put to the Parish Hall at Thornwood Committee to consider if the sign would actually be used and how it would be managed.

Mr Drane referred to the cost and asked why it was so much. Mr Sawyer stated that he did not think the hall needed an advertising board. The Clerk to the Council stated that the costs quoted were for the construction and installation of the board, in addition to the cost charged for planning approval by Epping Forest District Council. Mrs Davis mentioned that there were three noticeboards in the vicinity, one located on the High Road and two at the hall. Mrs Davis informed the Committee that when she advertises events for the hall she utilises social media, alongside using the noticeboards. Mrs Hawkins believed that the proposed board would be quite difficult to see when driving. Cllr Clegg stated that he believed the only way forward would be if the board was of a similar size to the one which was used to advertise the Thornwood Village Day. Cllr Clegg stated that he was not sure of the regulations with regard to a temporary board, giving an example of the one used for the recent Artisan Sale. The Clerk to the Council advised that a temporary board would only be allowed for 31 days and the board would have to be for a charitable event. Mrs Smith asked what the cost of that would be. The Clerk advised that there is no cost for this, however, reiterated that it could only be used to advertise a charitable event. Cllr Clegg stated that he believed that the proposal should be put on hold and placed on the next agenda for further

discussion. Mrs Hawkins stated, as Vice Chairman, that she would take Cllr Clegg's suggestion as a proposal and that she would second that proposal.

The Clerk to the Council suggested that it may be possible to look at replacing the notice board in the High Road with a Community Notice Board, perhaps locating it in the Playing Field. Members discussed at length various means of advertising. Cllr Clegg stated that he believed the Clerk's suggestion of replacing the old notice board with a new Community Notice Board should be looked into. Mrs Hawkins offered to make further enquiries regarding this.

PH18.059 OTHER URGENT BUSINESS

Date of next Committee Meeting: Thursday, 6th December 2018.

Meeting closed: 8.05pm

Signed
Chairman

Date