



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 4 October 2018

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 I Smith, Mrs E Davis, B Cooper, T Sawyer, Cllr B Clegg, Cllr Ms M Crosby, 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 (0)

The Chairman mentioned the absence of the Booking Secretary, all Members wished her better soon. The Clerk to the Council advised that she had made arrangements for a bouquet of flowers to be sent on behalf of the Parish Council.

PH18.033 APOLOGIES FOR ABSENCE (4)

Apologies for absence received from P Hebden, Mrs J Abbott, Mrs L Foster and Mrs D Shelley

PH18.034 OTHER ABSENCES (0)

PH18.035 MINUTES

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

PH18.036 DECLARATIONS OF INTEREST

None declared.

PH18.037 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH18.038 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

The Vice Chairman confirmed that she had inspected the fire exit route prior to the start of the meeting and it was clear.

PH18.039 ADVERTISING BOARD

The Chairman advised that a request for an advertising board had been put forward by Cllr Ms Crosby at the Parish Council Meeting and Councillors had agreed that a board

could be placed permanently on the Playing Field, to advertise future events. Mrs Davis asked if the board used by Cllr Ms Crosby to advertise the Artisan event would be the one that could be used. Cllr Ms Crosby advised that the board used was for that event only and that she had requested a new one that would be put in by the Parish Council. The Clerk to the Council informed Members that she had spoken to a Planning Officer at EFDC regarding this matter and had asked if a permanent structure could be put up with temporary boards on that permanent structure. The Clerk stated that she had been advised that there are certain criteria that the Parish Council has to fulfil. For example, the boards would have to be of a certain size and they can only be put up for a limited time. The Clerk informed Members that she would need to go back to the Planning Officer to advise the exact size. The Clerk stated that it is her understanding that the matter will have to go back on to the Parish Council Agenda.

The Clerk advised Members that it was her understanding that Cllr Ms Crosby was suggesting that anyone who holds an event at the Parish Hall may wish to pay to have their event advertised. Cllr Ms Crosby informed Members that it was her idea to have a board made up with the Parish Council header on it, with room on the board for events to be advertised and stated that it would not cost a lot of money for people to advertise their event. The Clerk to the Council advised Members that the cost of the planning approval would be between £436.00 and £456.00. The Clerk stated that she had no idea how much it would cost for the permanent structure and the board and advised that Cllr Ms Crosby was to investigate this further. Cllr Ms Crosby agreed that she would be doing this.

Mr Sawyer asked if the cost to pay for the structure and the boards would be taken out of the Parish Council funds or the Parish Hall. The Clerk advised that she would expect the Parish Council to cover the cost, however stated that the matter would be placed on the next Parish Council agenda for Councillors to agree. Mrs Smith asked if the planning approval would be a one off cost. The Clerk confirmed that it was and advised that the reason the matter was being put back on the Parish Council agenda was because Councillors did not know what the costs would be at the previous meeting or whether planning permission would be required. Discussion ensued regarding various advertising boards sited around Thornwood, the Clerk advised Members to seek advice direct from EFDC.

PH18.040 BUDGET/PRECEPT ITEMS

The Clerk to the Council asked Committee Members to think about any items that may be required for the hall in order that they can be discussed at the next Committee Meeting in November. The Clerk reminded Members that any items requested are always scrutinised by Parish Councillors, therefore quotes would be required. The Clerk suggested that Members may wish to consider replacing the curtains. Mrs Davis offered to obtain quotes for fire proof curtains.

PH18.041 NEW YEAR SHUTDOWN PERIOD

In the absence of the Booking Secretary, Members **AGREED** that, subject to no bookings between Christmas and New Year, the Parish Hall would be closed for two weeks.

PH18.042 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Clerk to the Council invited Cllr Buckley to give an update on the replacement of the garages. Cllr Buckley referred Members to the minutes of the previous meeting, whereby discussion had taken place with regard to replacing the garages with a storage container. Cllr Buckley informed Members that the company he had visited were supplying the pods for Norway House. He said that he hoped that work would commence on dismantling the garages in a couple of weeks time, once all of the items contained within them had been removed. Cllr Buckley stated that he would be attending a site meeting with a representative from the container company to establish which would be the best way to deliver the container to site. He stated that there were two options, either to use a crane or to use the side gateway (between the hall and the allotments). Mrs Davis requested that should it be agreed that the gateway is used, could she be given plenty of notice in order to advise the allotment holders accordingly. Cllr Buckley informed Members that the cost would be around £8,000 in total and that this had been earmarked from Parish Council funds.

PH18.043 CHAIRMAN'S REPORT

The Chairman informed Members that he was still awaiting an update as to when the new front doors would be installed and reminded the Meeting Clerk that the alarm company would need to be contacted. The Chairman also stated that the two ceiling roses placed either side of the entrance doors would need to be assessed by an electrician. The Clerk to the Council stated that this would be arranged once an installation date had been confirmed.

PH18.044 OTHER REPORTS

a) Regular Hall Hirers

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

The Vice Chairman referred Members to recent fundraising events that had recently been held and the hall and confirmed that £865.00 had been raised for MacMillan's and £290.00 had been raised at the Sunday Lunch.

Members were reminded of the following dates of future events:-

Artisan Sale – Saturday, 6th October
Christmas Fayre – Sunday, 21st October
Race Night – Friday, 9th November
Christmas Carols – Sunday, 9th December at 6pm

b) Booking Secretary Report – No report.

c) Caretakers Report

The Meeting Clerk read out a report from the Caretaker regarding the door mat in the entrance hall. The mat required refitting to prevent a trip hazard. The Chairman

informed Members that he had looked at the mat prior to the start of the meeting and would fix it back in place the next day.

The Chairman informed Members that he was called out to attend to the alarm at 2.30am the previous week and advised that the activation was due to a power cut.

d) Financial

The Clerk to the Council circulated a Detailed Income & Expenditure Report. The Chairman referred to the previous year's income received from Regular Hall Hirers and stated that the income for this year was a lot less. The Clerk stated the figure quoted was year to date, starting April 2018 to 1st September 2018, however she would check this with the Principal Financial Officer. Cllr Ms Crosby asked the Clerk if the Parish Hall normally met budget. The Clerk confirmed that it normally did. Cllr Ms Crosby expressed concern that the figure quoted was quite low at the moment and asked if the Clerk thought there was a reason for that. The Clerk stated that it may be that there had been less bookings, or that maintenance work had been carried out and referred to the income and outgoings in more depth. Cllr Ms Crosby stated that her question was referring specifically to the income from hall hirers. The Clerk reiterated that there may have been less bookings and she would need to look at the detailed analysis.

The Clerk read out a list of what individual regular groups had paid year to date. Mrs Smith questioned why Thornwood Seniors were not listed. The Clerk checked the list of occasional users and stated that she would have to ask the Principal Financial Officer why Thornwood Seniors had not been included. Mrs Smith advised that payment is always made at the end of January each year. The Clerk stated that this would be the reason Thornwood Seniors were not listed in the report as it runs from the beginning of the current financial year to 1 September. Cllr Ms Crosby stated that it should be pro rata. Mrs Davis stated that it would depend on how the accounts are accrued. The Clerk stated that the accounts were completed exactly how the Parish Council's Auditor had requested. The Clerk confirmed that the Thornwood Seniors payment would be included in the previous year's figures. The Meeting Clerk stated that when Thornwood Seniors make a payment in January of next year, that figure will then be included in the current year's accounts. Mrs Smith asked the Clerk to the Council if it would be better for her to change the time of year that the Thornwood Seniors pay the hire fees. The Clerk stated that she would check with the Principal Financial Officer and that she would also mention the issue to the Parish Council's Auditor who is due to visit in November.

PH18.045 SUPPLEMENTARY ITEM

An update was given on the current situation regarding the Booking Secretary. The Clerk to the Council stated that she was concerned that the Booking Secretary should not have to show potential hall hirers around the hall. Mrs Hawkins stated she believed that the Booking Secretary would be able to carry out the administration for the hall bookings. Following

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discussion, Committee Members agreed that between them they would be happy to do any 'running around' on behalf of the Booking Secretary, as and when required.

PH18.046 NEXT COMMITTEE MEETING

Members **AGREED** that the next Committee Meeting would be scheduled to be held on Thursday, 8th November 2018 at 7.15pm.

Meeting closed: 8.00pm

Signed
Chairman

Date