



MINUTES

Meeting: PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE
Date: 3rd November 2016
Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (8) Cllr R Spearman, Chairman Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, Mrs J Abbott, T Drane, B Cooper, Mrs I Smith,

Also Attending on Behalf of the Groups (1) Mrs P Smith – Flower Club

Also in Attendance (1)

Susan De Luca – Clerk to the Council

Members of the Public (1)

PH.16043 APOLOGIES FOR ABSENCE (4)

NOTED, apologies for absence had been received from P Hebden, Mrs E Davies, Mrs D Shelley, Mrs I Foster

PH.16044 OTHER ABSENCES (0)

PH.16045 MINUTES

After one amendment Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 6th October.

PH.16046 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.16047 QUESTIONS FROM MEMBERS OF THE PUBLIC

NOTED that there were NO Questions from the Members of the Public.

PH.16048 CAR PARK

Members discussed the use of the Car Park by a local company who provided a donation to the Village hall for its maintenance and upkeep of the car park. Cllr Hawkins advised that it was his understanding that it was currently being used for a maximum of 10 vehicles. Members of the committee unanimously Agreed that they would be happy for the agreement to remain the same for a further year. The Clerk advised that this was what she had detailed in the files. Details of a parking permit would be agreed between the Chairman of the Parish Council and the Clerk and the Index Numbers of the Vehicles would be on the Parking Permits. These should be produced so as not to be allowed to be copied and the details should be given to the Company concerned. Cllr Hawkins advised he was happy to undertake going along to the Company to advise, just as soon as the owner returned from holiday.

PH.16023 HEALTH AND SAFETY

- Emergency Exit Signs – 1 Sign not working – Cllr Hawkins to speak to Epping Electrical
- Roof Lights – The Chairman advised that he and Cllr Hawkins had spoken to Kevin from TGM who had advised he was unable to repair. Cllr Hawkins would speak to a one of

the local people he knows in Thornwood to see if he could undertake the repair – if not it would need a repair from a Roofing Company. Report back at the next Meeting.

- Screws for Chairs – Several chairs had screws which had fallen out – so far, all attempts to source new screws had been unsuccessful, including the company that supplied the chairs. Attempts would continue, if no screws could be found then perhaps two chairs could be made into one by taking old screws out.
- An email had been received from Mums and Tots regarding the internal door to the hall – the handle was loose. The Chairman of the Hall would speak to the Caretaker to see if he could fix this.

PH.16049 CLERKS UPDATE

- The Clerk advised Members of the New Safeguarding Statement, Members agreed that this should be attached to the Hall's Booking Forms.
- Use of field for Hare Coursing – The Clerk discussed an email which had been received in this matter – Concern had been expressed that this had been happening – Terry Drane had looked at this and examined the field and he felt that this had not happened, and the field had actually been used, illegally, for metal detecting, ie without permission.

PH.16050 CHAIRMAN'S REPORT

- a) The Chairman advised he had Nothing to report.
- b) **Regular Hall Hirers**
 - Mums and Tots – Already covered.
 - Flower Club – Nothing to Report.
 - Harlow Bowmen – Nothing to Report
 - Thornwood Seniors – Thanked the Committee for the recent use of the hall for a function, other than that they had No Report .
- c) **Booking Secretary Report**
As per the attached at Appendix 1
- d) **Caretakers Report**
In the absence of the Caretaker – there was no Report, Cllr Hawkins and Cllr Spearman advised that one of them would speak to the Caretaker and see if there were any pressing matters to report.

PH.16052 OTHER URGENT BUSINESS

- a) Mrs Hawkins reminded Members of the Carol Service and Christmas Tree Event to be held on the 4th December.

Date of Next Meeting 5th December

Meeting closed: 7.48pm

SignedChairman

Date