



**MINUTES
(DRAFT)**

Meeting: THORNWOOD
COMMON VILLAGE HALL AND
PLAYING FIELD
MANAGEMENT COMMITTEE

Date: 14 August 2014

Time: 7.15 PM

Venue: THORNWOOD COMMON VILLAGE HALL, THORNWOOD, EPPING ESSEX

PRESENT: Committee Members (11)

Cllr R Spearman, Mrs S Hawkins, Cllr C Hawkins, Mrs J Abbott, Mrs E Davis, Mrs D Shelley, B Cooper, T Drane, R Sawyer, Mrs I Smith, P Hebden, Ms R Toms*
*arrived 19.18

Also in Attendance (1)

Joanna Tyler – Administrative Officer

Members of the Public (0)

TWVH.731 APOLOGIES FOR ABSENCE (1)

NOTED, apologies for absence had been received from Mrs L Foster

TWVH.732 OTHER ABSENCES (2)

Cllr B Clegg and Mrs V Robertson

TWVH.733 MINUTES

Members *APPROVED*, as a correct record, the Minutes of this Committee Meeting held on 5 June 2014.

TWVH.734 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

TWVH.735 QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present at the meeting.

TWVH.736 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Members *NOTED* the following:-

- Three new signs had been purchased and installed above the entrance to the toilets.
- The Chairman had replaced the stripping underneath the hatch between the hall and the kitchen.
- The Caretaker reported that the urinals are still not flushing. Mrs Davis offered to contact Steve Margle (Plumbing Contractor) for advice.

TWVH.737 HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS

a. Health and Safety Checks

The Meeting Clerk informed Members that, following the Parish Council meeting held

on 8 July 2014, Cllr Brian Bartram agreed to be the responsible person to undertake Health and Safety checks at the hall. Cllr Bartram has attended the relevant training course on fire safety and the Clerk to the Council is in the process of arranging for him to attend the appropriate Health and Safety course.

b. Water Hygiene Test – 8 August 2014

Following the Water Hygiene Test carried out on 8 August 2014, the Meeting Clerk informed Members that the technician had noted that the taps required de-scaling. The Chairman asked the caretaker to carry this out. Members **NOTED** that the Meeting Clerk had been sent information regarding new legislation, which may possibly result in changes to the checks currently undertaken by H20. The Meeting Clerk and the Finance and Administrative Officer are to investigate this matter further.

TWVH.738 QUIZ NIGHT

Mrs Davis informed Members that over £500 was raised at the Quiz Night held on Friday, 13 June 2014. Questions are now being compiled for the next Quiz Night, a date for which will be agreed at the next committee meeting.

TWVH.739 THORNWOOD FESTIVAL – 29 JUNE 2014

Mrs Hawkins informed Members that the event had been a great success. A total of £2,600 had been raised for St Clare's Hospice. Mrs Hawkins presented a cheque, from the Festival Committee, for £200 towards the fund for the hall car park. The Chairman thanked Mrs Hawkins.

TWVH.740 CLERKS UPDATE AND COMMUNICATIONS REPORT

- A copy of the RCCE Village Halls and Community Buildings Update (June 2014) was attached to the agenda – **NOTED**.
- Details obtained regarding income/expenditure for the halls located within the Parish. Copies of the reports received were attached to the agenda, together with details of income and expenditure for Thornwood Common Village Hall – **NOTED**.

TWVH.741 CHAIRMAN'S REPORT

No report received.

TWVH.742 OTHER REPORTS

a) **Regular Hall Hirers**

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – Mrs Smith reported that a Race Night has been arranged for Friday, 3 October, to raise funds for the hall car park. Doors will open at 7pm for 8pm start.

b) **Booking Secretary Report**

The Booking Secretary informed Members that the hall would reopen on Monday,

12 January 2015, following the New Year shutdown period.

The Booking Secretary reported that in July there was a Circle and Swing weekend and a Christening. There had been a booking from the Bridge Club and also a booking for a children's party. August had been quiet, with only Ruth and the Thornwood Seniors meeting, however, two bookings had been received for the last two Sundays. The Booking Secretary informed Members that a cancellation of booking had been received. A wedding reception was due to take place in September, however, the groom had called off the wedding. Two months notice has been given and the booking was made by a local resident. Members **AGREED** that a full refund should be made.

c) Caretakers Report

The caretaker asked Members to note that the technician who reported the lime-scale on the taps had not noted it as a fault in the log book.

The caretaker reported that there was a split in the safer surfacing under the rock and cross play area equipment. The Chairman stated that he would inspect it following the meeting. The matter would be referred to the Parish Council's Environmental Committee for further investigation.

d) Financial

Members **NOTED** the cheque lists for June and July 2014. The Chairman asked whether the issue regarding the disputed bill from Affinity Water had been resolved. The Meeting Clerk stated that the bill had now been paid as it had been established that water had not been leaking. Councillors had requested, at the last Parish Council Meeting, that consideration be given to having separate water meters installed for the hall and Thornwood Allotments, however, the Finance and Administrative Officer had, yesterday, received a call from Affinity Water advising that the cost to install separate water meters would be between £1,000 and £2,000.

Mr Drane mentioned that he thought there could be a possible water leak on the allotments. Mrs Davis stated that she would check with the allotment warden.

Cllr Hawkins stated that he would be suggesting that meter readings also be taken at Hastingwood and North Weald allotments in order that a comparison can be made.

TWVH.743 OTHER URGENT BUSINESS

Mrs Davis mentioned the damaged metal fence that was located at the end of the path on the right-hand side of the car park was now missing, Cllr Hawkins stated that he had arranged for Kevin to remove it.

Mrs Davis mentioned that the car park hedge is very overgrown, causing clothes to snag on the brambles when walking along the path. Cllr Hawkins stated that he would arrange for Kevin to cut back the brambles.

The Meeting Clerk informed Members that a holiday request had been received from the caretaker for the period 6 to 15 September. Members **NOTED** that Mrs Hawkins and

Mrs Abbott had kindly agreed to provide caretaking cover.

Members **NOTED** that the next Committee Meeting is scheduled be held on Thursday, 2 October 2014.

Meeting closed: 7.50pm

Signed

Chairman

Date