



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

3rd July 2019

TO: MEMBERS OF THE PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE

PLEASE NOTE THE TIME OF THIS MEETING

You are hereby summoned to attend the **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 11th July 2019**, in the **Parish Hall**, at **7.00 pm** to transact the business shown in the Agenda below.

Clerk

AGENDA

1. APOLOGIES FOR ABSENCE 

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3.  CONFIRMATION OF MINUTES 

To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 11th June 2019, as attached at **Appendix 1**.

4. DECLARATIONS OF INTEREST 

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice. If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** any questions made by members of the public.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes, or such other period determined by the Chairman of the meeting.

6.  **HEALTH AND SAFETY UPDATE**

- a) **Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.
- b) **Health and Safety Report and Fire Risk Assessment**
Attached at *Appendix 2* is a copy of the Health and Safety Review, Risk Assessment and Fire Risk Assessment Report undertaken by the Parish Council's Health and Safety Representative on Wednesday, 10th June 2019. Members are asked to **NOTE** that the items highlighted as requiring action are in hand.
- c) **Storage of Brooms and Mop Bucket**
A verbal report will be given at the meeting.

7. **CAR PARK**

As discussed at the previous Committee Meeting, Members agreed to monitor the car park, making use of the Car Park Notices and report back at this meeting.

8. **CLERKS UPDATE AND COMMUNICATIONS REPORT**

9. **CHAIRMAN'S REPORT**

To **RECEIVE** a brief report from the Chairman on other matters appertaining to the Committee.

10. **OTHER REPORTS**

- a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers:-
- Mums and Tots
 - Flower Club
 - Harlow Bowmen
 - Thornwood Seniors
- b) Bookings Secretary Report
To **RECEIVE** a report relating to the hire of the hall.
- c) Caretakers Report
To **RECEIVE** a report relating to the housekeeping of the hall.
- d) Financial Report
To **RECEIVE** a report relating to any financial matters attributable to this Committee

11. **OTHER URGENT BUSINESS**

To **NOTE** any matter of an urgent nature which a Member or the Clerk may wish to draw to the attention of the committee and or request to be included in the Agenda for the next meeting of the Parish Council or this Committee.

The date of the next Committee Meeting will be Thursday, 5 September 2019.