



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

25th September 2019

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

You are hereby summoned to attend the **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 3rd October 2019**, in the **Parish Hall**, at **7.15 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 July 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 Review**
A verbal update will be given at the meeting.
- c) **Key Box – Kitchen Back Door**
Members may recall, from the previous meeting, the Chairman requested that this item be revisited following the recommendation made by the Parish Council’s Health and Safety Representative.

7. BUDGET/PRECEPT ITEMS 

Members are asked to **CONSIDER** any items they would like put forward for the Parish Council’s Budget/Precept Meeting.

8. NEW YEAR SHUTDOWN PERIOD 

Members are asked to **CONFIRM** the date of the shutdown period.

9. FUTURE FUNDRAISING EVENTS 

Members are asked to **CONFIRM** the dates of any forthcoming fundraising events, including any Christmas Carol / Tree Lighting event.

10. CLERKS UPDATE AND COMMUNICATIONS REPORT

11. CHAIRMAN’S REPORT

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

12. 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

13. 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, 7th November 2019.