



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

26 August 2015

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

You are hereby invited to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 3rd September 2015**, 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 9th July 2015.

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.

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. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

- a. Replacement of Double Doors, Extension
Members are asked to **NOTE** that new doors have now been installed.
- b. Upgrade to Mains Circuit Board
Members are asked to **NOTE** that work to upgrade the mains circuit board has now been completed.

7. CLERKS UPDATE AND COMMUNICATIONS REPORT

- A copy of the August edition of the RCCE Village Halls and Community Buildings Update is attached to the agenda.
- Hall Hire Rates – as discussed at the previous meeting, details of rates charged by other local halls will be tabled at the meeting.

8. CHAIRMAN'S REPORT

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

9. ANNUAL HEALTH AND SAFETY CHECK

Members are asked to **NOTE** that the Parish Council's Principal Financial Officer will be carrying out the annual Health and Safety check for the hall premises on Sunday, 6 September 2015.

10. CHRISTMAS EVENT – SUNDAY, 13 DECEMBER 2015

As discussed at the previous meeting, it was agreed that the Committee would take full responsibility for the organisation of the Christmas Event, which is to include the switching on of the Christmas Lights. Volunteers are now looked for to organise the following:-

- Booking of Choir
- Refreshments
- Promotion of Event (time of event to be agreed)

11. OTHER REPORTS

- a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers
 - Epping Spiritualist Church
 - 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

To **RECEIVE** a report relating to any financial matters attributable to this Committee.

12. 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.

CAR PARK

A suggestion has been put forward regarding the possibility of renting out a small number of car parking spaces, which would generate additional regular income for the hall. Councillor Hawkins will give a verbal report at the meeting.