



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

3 July 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, 9<sup>th</sup> July 2015**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

**Clerk**

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### **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 14<sup>th</sup> May 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 advised that an order has been placed for a double set of fire escape doors, to replace the existing wooden doors in the extension, the cost of which will be £1,394.13 plus VAT.

### b. Upgrade to Mains Circuit Board

Members are asked to **NOTE** that arrangements are currently being made for the commencement of these works.

## 7. CLERKS UPDATE AND COMMUNICATIONS REPORT

- As requested at the previous meeting, a letter was sent to the Mums and Tots group asking that they refrain from using tape on the floor. The Meeting Clerk received a phone call from the group's representative, who apologised and said that, in future, they will be using the tables for any arts and crafts.

## 8. CHAIRMAN'S REPORT

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

## 9. CARETAKER HOLIDAY DATES

Members are asked to **NOTE** that the Caretaker will be on holiday from Saturday, 12 September to Sunday, 28 September 2015. Members are asked to **CONSIDER** what caretaking provisions need to be put in place to cover this period.

## 10. CHRISTMAS EVENT

At the Committee meeting held on 2 April 2015, Members provisionally agreed that a Christmas event could be held on Sunday, 13 December 2015, late in the afternoon. Members are now asked to **CONSIDER** who will have responsibility for managing the event. If the event is to be organised and managed by the Parish Council, the suggestion would need to be included as an item on the next Parish Council Agenda for Full Council approval.

## 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.