



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

29 March 2019

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

You are hereby summoned to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 4th April 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 7th March 2019, as attached to the agenda 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

Visual check of Fire Exit route in extension – Members are *ADVISED* that a Fire Safety Inspection is expected to be carried out in May. In light of this, Members will be asked to undertake a visual inspection of the extension, to include the storage areas, during the meeting. Regular Hall Hirers will be asked to identify the storage cupboard allocated to them, a label with the name of the group will be placed on the door of each cupboard. It would also be helpful if the Regular Hall Hirers could provide a list of the contents of each cupboard allocated, as the Fire Officer was unable to access the cupboards during the last inspection (please bring this list along to the meeting). Information regarding storage is attached at *APPENDIX 2*.

7. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Painting of the Interior of the Hall

Members may recall the discussion at the Committee Meeting in February regarding the repainting of the entire interior of the hall. As discussed, the cost for this is expected to be in the region of £3,000, which would be taken from the Structural Fund (as agreed by Parish Councillors at the Budget and Precept Meeting). A quote from the contractors who carried out the painting of Hastingwood Hall and Queens Hall will be tabled at the meeting.

8. DELIVERY AND INSTALLATION OF STORAGE CONTAINER

Members are *ADVISED* that the revised delivery date for the storage container is **Wednesday, 17th April**. As previously advised, arrangements are in hand to cordon off part of the car park directly in front of the entrance to deter anyone from parking there.

9. PARISH OFFICE STORAGE ROOM

A verbal report will be given at the meeting.

10. PDSA PetCheck

Members may recall discussions from February's Committee Meeting regarding the PDSA PetCheck service. The organisers have asked if it would be possible for them to set up their vehicle in the car park on **Wednesday, 10th July from 12pm until 5.45pm**. Members are now asked to *DECIDE* if they wish to agree to this request.

11. NEXT COMMITTEE MEETING

Members are asked to note that due to the Local Elections being held on Thursday, 2nd May, the next Committee Meeting will be **Thursday, 6th June**.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

13. CHAIRMAN'S REPORT

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

14. 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.

15. 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.