



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

30 November 2018

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, 6th December 2018**, 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 8th November 2018, as attached to the agenda.

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 to undertake a visual check of the exit route.

Legionella Testing

A test for the presence of legionella bacteria in the water system was undertaken on 7th November 2018. No legionella bacteria were detected. A copy of the certificate, together with the results, has been placed in the file retained in the kitchen cupboard.

7. HALL REPAIRS / IMPROVEMENTS

- Replacement front doors installed on 15th November.

8. ADVERTISING BOARD ON THE PLAYING FIELD / COMMON

Members may recall from the previous meeting, that Parish Councillors had asked that the views of this Committee be sought with regard to whether an advertising board would be used and how it would be managed. Members agreed that the matter would be revisited at this Committee Meeting for further consideration.

9. REGULAR HALL HIRERS – LIABILITY INSURANCE CERTIFICATES

Regular Hall Hirers are asked to confirm whether or not liability insurance is purchased via the Booking Secretary. If liability insurance is purchased independently, hirers are requested to provide a copy of their current certificate.

10. REGULAR HALL HIRERS – STORAGE CUPBOARDS

Confirmation is required with regard to storage cupboard fees paid by Regular Hall Hirers, for both the extension and kitchen.

11. CHRISTMAS / NEW YEAR SHUTDOWN PERIOD

As agreed at the Committee Meeting held in October, the hall will be closed from 26th December and will reopen on Monday, 7th January 2019.

12. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Members are asked to **NOTE** that the Parish Office will close at 1.15pm on Wednesday, 19th December and will reopen on Wednesday, 2nd January at 9.15am.

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.

The next Committee Meeting will be held on Thursday, 7th February 2019.