



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

24<sup>th</sup> January 2018

**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, 1<sup>st</sup> February 2018**, in the **Parish Hall**, at **7.15pm** 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 the Meeting of the Parish Hall Management Committee held on 7<sup>th</sup> December 2017, 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.*

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**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) **Pest Control**

Members are asked to **NOTE** that the Pest Control contractor attended the hall on Monday, 15<sup>th</sup> January 2018 to commence monthly internal and external checks of the premises. The Caretaker was in attendance.

c) **Fire Exit / Electrical Testing Report**

As mentioned at the previous Committee Meeting, the Clerk to the Council has now received a quote for the works required to ensure that the hall is compliant, as per the Electrical Testing Report. A separate quote has been received in respect of the emergency lighting. Members are asked to **NOTE** that this item will now be included on the next Parish Council Meeting Agenda.

**7. SECURITY ALARM**

Members are asked to **NOTE** that an engineer attended the hall on Thursday, 4<sup>th</sup> January 2018 to install a Wireless Receiver and PIR to replace the damaged cable. The Caretaker was in attendance.

Following the installation, the alarm was activated on two occasions, both during the night. The Chairman of this Committee received the calls to attend the premises. As a result of the call outs, the Chairman met with an engineer on Monday, 8<sup>th</sup> January to investigate the reason for the alarm activations. During the visit the engineer required access to the electric cupboard, however the Chairman did not have a key to unlock the door. The Caretaker has been asked to liaise direct with Baron Security to re-book the appointment.

**8. REGULAR HALL HIRERS**

a) **Liability Insurance Certificates**

As requested at the previous Committee Meeting, copies of the following groups Liability Insurance Certificates are required from:-

- West Essex Flower Club
- Harlow Bowmen

b) **Storage Cupboards**

At the Parish Council's Finance & General Purposes Committee Meeting held on 18<sup>th</sup> December 2017, the subject of charges in relation to the storage cupboards in the extension and the kitchen was discussed. The Parish Council has requested that the Members of this Committee **CLARIFY** which groups/organisations hire the cupboard space, how much is charged and to agree a clear policy as to what is charged for.

**9. CAR PARK**

As agreed at the Committee Meeting held on 2<sup>nd</sup> November 2017, Members are asked to **DECIDE** how they wish to proceed with the matter of donations received from two local companies in respect of the allocated parking spaces. Members are **REMINDED** that donations for the forthcoming year will be due in March/April.

## 10. CLERKS UPDATE AND COMMUNICATIONS REPORT

### a) Data Protection Act Training

Members are asked to **NOTE** that DATA Protection Act training has been scheduled to take place on **Saturday, 10<sup>th</sup> March 2018** at **10am** in the Parish Hall. It is expected that the training session will last for two hours. As mentioned at the Committee Meeting held in November, Members of the Management Committee who manage a group/organisation are welcome to attend and the training would be free of charge.

Confirmation of attendance is required by no later than **Monday, 26<sup>th</sup> February 2018**.

b) **Allotment Holders Meeting** – scheduled to be held on Sunday, 18<sup>th</sup> March 2018.

c) **Annual Parish Assembly** – to be held on Monday, 26<sup>th</sup> March 2018

### d) Parish Council Citizen of the Year 2017

Nominations to be received by no later than Monday, 5<sup>th</sup> March 2018. Recipients of awards will be announced at the Annual Parish Assembly.

## 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.

An update regarding the Parish Council's Budget and Precept Meeting held on 18<sup>th</sup> December 2017, will be given at the meeting.

## 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.