



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

1 February 2017

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, 9th February 2017**, 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 5 January 2017.

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

Committee Members are asked to **NOTE** that the following works have been completed:-

- Illuminated Fire Exit Door sign installed above extension door.
- Window fan in kitchen – loose wire reconnected.
- Roof lights – all works completed 13.1.2017.

7. CAR PARK

An update will be given at the meeting by Councillor Hawkins.

8. HALL HIRE FEES

Members are asked to **CONSIDER** if they wish to increase the hall booking fees for the financial period 2017/18 and, if so, to agree figures. A copy of the current Booking Fees sheet is attached to the agenda, together with details of other local hall hire fees, for information. Members are asked to **NOTE** that in March 2016, the following increases were agreed:-

- Parishioner Hire Rate – increase by £1.00 per hour
- Non Parishioner Hire Rate – increase by £1.00 per hour
- Storage – no increase.

9. BOOKING SECRETARY HONORARIUM

The Hall Booking Secretary completes this task on a voluntary basis, which is greatly appreciated by both the Committee and the Parish Council. In March 2016, Members of this Committee agreed to give an honorarium to the Booking Secretary to cover the cost of the expenses she incurred whilst completing the task of Booking Secretary. The honorarium awarded was for £450.00 to cover a 12 month period.

Members are asked to **CONSIDER** awarding the Booking Secretary an honorarium for the coming 12 months and, if so, to agree a suitable figure. Due to the increasing cost of postage, a supply of 50 2nd Class Large Stamps, together with a supply of envelopes has been provided by the Parish Office. However, the Clerk to the Parish Council would like to remind Members of the increasing cost of calling a mobile phone.

Members may wish to discuss this matter in closed session, as is normal procedure.

10. CLERKS UPDATE AND COMMUNICATIONS REPORT

- Members are asked to **NOTE** that Baron Security attended the hall on Friday, 27 2017, to carry out the annual maintenance check of the hall's intruder alarm system. Cllr Hawkins was in attendance.

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.

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.