



# NORTH WEALD BASSETT

## PARISH COUNCIL

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*Clerk to the Council*  
Susan De Luca

30 January 2020

**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, 6<sup>th</sup> February 2020**, 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 this Committee meeting held on 5<sup>th</sup> December 2019, 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 are asked to undertake a visual check of the exit route.

## 7. HALL REPAIRS/IMPROVEMENTS

- a) Stack Pipe located on the outside of the hall has been repaired. The caretaker had reported that a bracket holding it in place had been found broken on the floor.
- b) The annual service has been carried out on the hall alarm system. The caretaker was present.

## 8. BUDGET/PRECEPT MEETING

Councillors considered the requests put forward by this Committee at the Finance and General Purposes Meeting held on Monday, 16 December 2019 and agreed the following:-

- £1500 to cover the cost of re-varnishing the hall floor. Members of this Committee are asked to **AGREE** a suitable date for the work to be undertaken.
- £2000 to be put aside towards the cost of replacing the existing internal light fittings.

## 9. CHARITABLE AND COMMUNITY EVENTS

Following the recent visit by the Parish Council's Auditor, it has been highlighted that a process needs to be agreed with regard to hall hire for charitable and community events. The following has been suggested:-

- Requests to hire the hall at a reduced rate for a charitable or community event need to be reported to the Parish Hall Management Committee for approval, prior to the event taking place.
- Agreement to reduce the hire fees for each event to be minuted (the Booking Diary must be noted with the Minute Reference and date that the booking was agreed).
- A Booking Form needs to be completed for every event.
- Public Liability Insurance cannot be waived – this is payable by the hall hirer.
- PRS Music License fee cannot be waived – this is payable by the hall hirer.

## 10. HALL HIRE FEES

Members are asked to **CONSIDER** if they wish to increase the hall booking fees for the financial period 2020/21 and, if so, to agree figures. A copy of the current Booking Fees sheet is attached at **APPENDIX 2**, together with details of other local hall hire fees, for information. Members are asked to **NOTE** that in March 2019 the Committee agreed not to increase the fees for 2019/20.

## 11. BOOKING SECRETARY HONOURARIUM

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 2019, 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 £500.00 to cover a 12 month period.

Members are asked to **CONSIDER** awarding the Booking Secretary an honorarium to cover the next 12 months and, if so, to agree a suitable figure. Members are asked to

**NOTE** that due to the increasing cost of postage, a supply of 50 2<sup>nd</sup> Class Large Stamps, together with a supply of envelopes will be provided by the Parish Office.

**12.  HALL HIRERS BOOKING TERMS AND CONDITIONS **

Members are asked to **CONSIDER** if any changes are required to the Hall Hirers Booking Terms and Conditions. A copy of the current Terms and Conditions is attached at **APPENDIX 3**.

**13. CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members are asked to **NOTE** the following:-

- **Annual Allotment Holders Meeting** – to be held on Sunday, 22 March 2020
- **Annual Parish Assembly** – to be held on Monday, 23 March 2020
- **Citizen of the Year 2019** – The Parish Council are seeking nominations for the Citizen of the Year Awards. Further information and nomination forms have been placed in the agenda packs.
- **Play in the Park 2020** – Members are advised that a date has been booked for Wednesday, 26<sup>th</sup> August. Details will be displayed on notice boards nearer the time.

**14. CHAIRMAN'S REPORT**

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

**15. 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

**16. 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 date of the next Committee Meeting will be Thursday, 5<sup>th</sup> March 2020.**