



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

Jim Davis Room, Parish Office, North Weald Library, 138 High Road, North Weald, CM16 6BZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

www.northweald-pc.gov.uk

*Clerk to the Council*  
Susan De Luca

6 June 2019

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

You are hereby summoned to attend the **ANNUAL MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 13<sup>th</sup> June 2019**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

**Clerk**

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### **AGENDA**

**1. ELECTION OF CHAIRMAN** 

To **PROPOSE** and **SECOND** nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of acceptance of office of Chairman of this Committee.

**2. ELECTION OF VICE CHAIRMAN** 

To **PROPOSE** and **SECOND** nominations for the office of Vice Chairman of this Committee and, if there is more than one nominee, to vote thereon.

**3. APOLOGIES FOR ABSENCE** 

To **RECEIVE** any apologies for absence.

**4. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

**5.  CONFIRMATION OF MINUTES** 

To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 4<sup>th</sup> April 2019, as attached at **Appendix 1**.

**6. DECLARATIONS OF INTEREST** 

To **RECEIVE** any Declarations of Interest by Members.

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*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.*

## **7. 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.*

## **8. MANAGEMENT COMMITTEE VACANCIES**

Members are **REMINDED** that there are currently 3 vacancies on the Management Committee.

## **9. HEALTH AND SAFETY UPDATE**

a) **Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.

b) **Fire Extinguishers**

Members are asked to **NOTE** that one of the fire extinguishers has been replaced following the annual maintenance check. The cost to remove and recycle the condemned unit and replace with a new 21A rated water fire extinguisher was £145.00 plus VAT.

## **10. CAR PARK**

The Parish Council has received correspondence from the Secretary of West Essex Flower Club regarding the Car Park and lack of parking spaces. A verbal report regarding this matter will be given at the meeting.

## **11. HALL BOOKINGS**

Following a visit from the Internal Auditor on Friday, 24<sup>th</sup> May, Members are asked to **NOTE** the Conclusions and Recommendations that have been made, with regard to Parish Hall Bookings, as follows:-

*As indicated above, we consider that improvements in the existing Thornwood Hall booking procedures are required. We shall undertake further work at our final visit, including updating our year-on-year analysis of income across the various headings, Which will be used to add focus to future years' reviews.*

**R7. A NEW Agreement / Hire Terms & Conditions from should be signed annually by all long-term hirers.**

**R8. Where "free" hires of the Thornwood hall are provided, the Committee should ideally consider and give formal approval, with the minute reference identified in the booking diary.**

**R9. Consideration should be given to the acquisition of a suitable bookings software package capable of generating invoices and providing an effective debt control**

system.

**R10.** *If R9 is not pursued, improved controls should be implemented with formal invoices raised affording a clearer audit trail between the booking and recovery of income due.*

**12. CARETAKER'S HOLIDAY DATES** 

A verbal report will be given at the meeting.

**13. CLERKS UPDATE AND COMMUNICATIONS REPORT**

**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 is to be agreed.**