



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

25<sup>th</sup> October 2017

**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, 2<sup>nd</sup> November 2017**, 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 6<sup>th</sup> July 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.

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*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**

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

b) **Fire Brigade Inspection**

Members may recall from the previous Committee Meeting, the Clerk to the Council was asked to arrange for an inspection of the hall by the Fire Brigade. The inspection took place on Thursday, 10<sup>th</sup> August 2017. A verbal report will be given at the meeting.

c) **Electrical Testing**

Members are advised that a contractor attended the hall on Monday, 21<sup>st</sup> August 2017 to undertake a full electrical test and inspection of the premises. A copy of the report is attached at **APPENDIX 2**.

d) **Pest Control**

Members are asked to **NOTE** that the Parish Council's contractor has been asked to carry out the following outstanding works as part of the Winter work schedule:-

- Gap at the bottom of the front entrance door
- Removal of fouled insulation
- Holes in ceiling of electric cupboard

e) **Alarm System**

As agreed at the previous Committee Meeting, the Clerk to the Council has contacted Baron Security to arrange for a wireless alarm system to replace the damaged cable in the loft area. The Parish Office is currently awaiting a date for installation.

Members are asked to **NOTE** that the intruder alarm system was serviced on 10<sup>th</sup> October 2017. The caretaker was in attendance.

f) **Legionella Testing**

Members are asked to **NOTE** that the annual test for the presence of legionella bacteria in the water system was carried out on 21 August 2017. No legionella bacteria were detected.

7. **REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

a) **Urinal**

Members are asked to **NOTE** that the Parish Council's contractor had been asked to undertake urgent repairs to the urinals, due to Health and Safety.

8. **DATA PROTECTION AUDIT**

A verbal report will be given at the meeting.

**9. CAR PARK**

Members are **REMINDED** that donations were received from Jonen's and Clearwater Care earlier in the year. The Parish Office do not know what the situation is with regard to permits as the registration numbers were not passed on to the staff. In light of this, this item will be placed on the February Meeting Agenda to be discussed before monies are due in March/April 2018.

**10. FUTURE FUNDRAISING EVENTS**

To confirm the dates of any forthcoming fundraising events, including any Christmas Carol/Tree Lighting event.

**11. BUDGET/PRECEPT ITEMS**

Committee Members are asked to **CONSIDER** any items they would like to put forward for the Parish Council's Budget/Precept Meeting.

Consideration is currently being given to replacing the front doors.

**12. PARISH OFFICE - CHRISTMAS/NEW YEAR**

Members are asked to **NOTE** that the Parish Office will be closing on Wednesday, 20<sup>th</sup> December 2017 for Christmas and New Year, reopening on Wednesday, 3<sup>rd</sup> January 2018.

**13. NEW YEAR SHUTDOWN PERIOD**

To confirm the date of the New Year shutdown period.

**14. CLERKS UPDATE AND COMMUNICATIONS REPORT**

**15. CHAIRMAN'S REPORT**

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

**16. 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.

**17. 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.