



**DRAFT MINUTES**

**Meeting:** PARISH HALL AT  
THORNWOOD COMMON  
MANAGEMENT COMMITTEE

**Date:** 13 June 2019

**Time:** 7.15 PM

**Venue:** PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

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**PRESENT:** **Committee Members (8)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, T Sawyer, B Cooper, T Drane, Mrs D Shelley, Ms J Heath

**Also in Attendance (2)**

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

**Members of the Public (0)**

**PH19.001 ELECTION OF CHAIRMAN**

Mr T Sawyer **PROPOSED** Councillor R Spearman for the office of Chairman, this proposal was seconded by Mr T Drane, there being no other nominations, Councillor Spearman was duly elected as Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH19.002 ELECTION OF VICE CHAIRMAN**

Mrs J Abbott **PROPOSED** Mrs S Hawkins for the office of Vice Chairman, this proposal was seconded by Mr T Sawyer, there being no other nominations, Mrs S Hawkins was duly elected as Vice Chairman of the Parish Hall at Thornwood Common Management Committee for the current Municipal Year.

**PH19.003 APOLOGIES FOR ABSENCE (3)**

Apologies for absence received from Cllr B Clegg, Mrs E Davis, P Hebden

**PH19.004 OTHER ABSENCES (1)**

No apologies for absence received from Mrs I Smith

**PH19.005 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 4<sup>th</sup> April 2019.

**PH19.006 DECLARATIONS OF INTEREST**

None declared.

**PH19.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**PH19.008 MANAGEMENT COMMITTEE VACANCIES**

Members **NOTED** that there are three vacancies on the Management Committee. The

Chairman advised that he is aware of somebody who may be interested in becoming a Committee Member. The Clerk to the Council advised that there is also one Parish Councillor vacancy for Thornwood.

#### **PH19.009 HEALTH AND SAFETY**

##### **a) Visual check of Fire Exit route in extension**

The Clerk to the Council advised that the Parish Council's Health and Safety representative had undertaken a Health and Safety Risk Assessment and a Fire Safety Risk Assessment the previous day. The Clerk stated that it is a lengthy report and that it would be included as an item on the next Committee agenda. The Clerk mentioned that one of the items highlighted in the report was that consideration should be given to replacing the sinks in the ladies toilets and possibly one of the urinals in the men's toilet. Following discussion, Members **AGREED** that these items should be looked at prior to the redecoration of the hall.

The Clerk requested that all Members undertake a visual inspection of the extension. The Meeting Clerk asked if Members could identify if any of the items such as the planks of wood and bunting left by the fire exit doors, belonged to them and, if so, to make arrangements for them to be removed.

##### **b) Fire Extinguishers**

Members **NOTED** that one of the fire extinguishers had 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.

#### **PH19.010 CAR PARK**

Members **NOTED** that the Parish Council had received correspondence from the Secretary of the West Essex Flower Club regarding the car park and the lack of parking spaces. Mrs Shelley stated that she was not at the recent Flower Club meeting, however, the secretary had asked her to pass on her thanks to the Committee for the response received. Mrs Shelley advised that she had been informed that the parking had not been too much of an issue and that the club were encouraging members to share cars and double up on parking spaces. The club had made use of the parking notices and cones.

The Clerk to the Council advised that three spot checks had been carried out by the Parish Council staff over the last two weeks. A note of the car registration numbers had been taken on each occasion and it is apparent that at least two cars are parking in the car park all of the time. The Meeting Clerk tabled an example of a parking notice and asked Members if they wanted to consider having copies left at the hall in order that Regular Hall hirers could place them on the windscreens of those cars which do not display a parking permit.

Following lengthy discussion, the Clerk to the Council suggested that consideration may have to be given to installing lockable retractable posts in the entrance and exit to the car park, however, a key would need to be given to hall users and each allotment holder who would have to ensure that the posts are locked upon leaving the car park. The Chairman stated that he disagreed with the suggestion as people who wished to visit the play area or playing field would have to park in the road. The Clerk stated that she had spent many hours trying to find a

solution. Mr Sawyer suggested having a pay and display machine. The Clerk asked who would enforce it? She stated that it would cost around £250.00 per week to enforce. The Chairman suggested having number plate recognition. The Clerk stated that it could cost around £280.00 per week. Following further discussion, the Chairman suggested that the matter continue to be monitored. The Clerk to the Council said that the car park could be included as an agenda item, monitor the situation and encourage the regular hall users to make use of the parking notices, the car park signs and the cones.

Mr Drane suggested an amendment to the parking notices for the windscreens, asking that the last paragraph be printed in red. All Members **AGREED** that the Meeting Clerk should make arrangements for the notices to be printed and left in the hall for regular hirers to use.

### **PH19.011 HALL BOOKINGS**

Members **NOTED** the Conclusions and Recommendations that had been made, with regard to Hall Bookings, following a visit by the Parish Council's Internal Auditor on Friday, 24<sup>th</sup> May, 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 form 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.*

Members **NOTED** that item **R9** had been addressed. The Clerk to the Council advised that Mrs Hawkins would be assisting the Booking Secretary with the hall bookings. The Booking Secretary is happy with this. The Clerk stated that an electronic booking system will be introduced, as per the Auditor's report.

### **PH19.012 CARETAKER'S HOLIDAY DATES**

Members **NOTED** the Caretaker's holiday dates. Members **AGREED** that a letter would be sent to the Regular Hall Users requesting that the hall is left clean and tidy following their sessions.

### **PH19.013 CLERKS UPDATE AND COMMUNICATIONS REPORT – No report.**

#### PH19.014 CHAIRMAN'S REPORT

The Chairman reported that he was trying to source a company for the new Parish Hall sign. The Clerk to the Council mentioned that Hastingwood Village Hall had recently had a new sign installed and suggested that the Chairman may wish to go and have a look at it.

The Chairman reported that he had received an email inviting two Committee Members to attend a meeting with the Neighbourhood Plan Steering Group to discuss progress on the Neighbourhood Plan. Members were asked to email the Clerk to the Council to register their interest.

#### PH19.015 OTHER REPORTS

##### a) Regular Hall Hirers

- Mums and Tots – reported that the Parish Council's Health and Safety representative had been pleased with the progress made with the group's storage area.
- Flower Club – reported that the parking had been ok at their last meeting. The club are now using the parking signs, although they are having difficulty in putting them out early in the morning. Mrs Shelley stated that the club now has over 100 members.
- Harlow Bowmen – Mr Cooper referred to the round tables provided by Thornwood Seniors. He advised that care needed to be taken when putting the tables up and that two people are needed. The Clerk to the Council suggested that a laminated notice could be attached to the table trolley to make users aware. All Members **AGREED** (Meeting Clerk to arrange).
- Thornwood Seniors – no report.

##### b) Booking Secretary Report

The Booking Secretary reported that on Sunday, 23<sup>rd</sup> June there is the Village Open Gardens Day with the car park being used for parking. Week beginning the 24<sup>th</sup> June there are the usual bookings and at the weekend a children's party. On the 7<sup>th</sup> July there is a meeting for the Residents Association, then a children's party on the 14<sup>th</sup>. There has been a booking for next year. A letter has been received warning that there could be a General Election called suddenly, therefore the hall would need to be made available.

##### c) Caretaker's Report

The Meeting Clerk read out a report from the Caretaker:-

- Front door mat is causing a trip hazard – the Chairman stated that he would take a look at it.
- The fluorescent tube fitting by the fire exit leading to the Play Area is making a loud buzzing noise. The Caretaker has changed the tube and the starter but this has made no difference. Members **AGREED** that arrangements should be made for an electrician to check the fitting (Meeting Clerk to arrange).

##### d) Financial Report – no report.

#### PH19.016 OTHER URGENT BUSINESS

Members **NOTED** that the Vice Chairman would be using the hall on a Friday morning to start up a club to provide somewhere for people to meet for a cup of coffee and a bacon roll, etc. The Clerk to the Council advised that the Vice Chairman would be able to apply

MINUTES

Meeting: PARISH HALL AT THORNWOOD  
COMMON MANAGEMENT COMMITTEE

Date 13<sup>th</sup> June 2019

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for a £500.00 micro grant.

Due to a hall booking on Thursday, 4<sup>th</sup> July, Members **AGREED** that the next Committee Meeting would be held on Thursday, 11<sup>th</sup> July.

Meeting closed: 8.15 pm

Signed .....  
Chairman

Date .....