



## MINUTES

**Meeting:** PARISH HALL AT            **Date:** 5 December 2019            **Time:** 7.15 PM  
THORNWOOD COMMON  
MANAGEMENT COMMITTEE

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

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**PRESENT: Committee Members (9)** Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman)  
Mrs J Abbott, Mrs E Davis, T Sawyer, B Cooper, T Drane, Mrs I Smith, P Hebden

**Also in Attendance (2)**

Joanna Tyler – Meeting Clerk  
Susan De Luca – Clerk to the Council

**Members of the Public (0)**

**PH19.041 APOLOGIES FOR ABSENCE (2)**

Apologies for absence received from Mrs D Shelley, Cllr B Clegg

**PH19.042 OTHER ABSENCES (1)**

No apologies received from Mrs S Bentley

**PH19.043 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 3<sup>rd</sup> October 2019.

**PH19.044 DECLARATIONS OF INTEREST**

None declared.

**PH19.045 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**PH19.046 HEALTH AND SAFETY**

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

The Caretaker reported that the Fire Exit route in the extension had been checked prior to the start of the meeting and was clear.

**PH19.047 HALL REPAIRS/IMPROVEMENTS**

Members **NOTED** the following:-

- a) Hall Name Panel – new signage installed above the entrance door to the hall.
- b) New Round Tables – funds raised by Thornwood Seniors at their recent Race Night had been used to purchase 5 new round tables for the hall. The Chairman asked Mrs Smith to pass on the Committee's thanks to Thornwood Seniors. The Chairman reminded Members that two people are required to move the tables as they are heavy.

**PH19.048 ITEMS FOR BUDGET/PRECEPT MEETING**

Members **NOTED** that following the previous Committee Meeting, the following items have been put forward for consideration at the Parish Council's Budget/Precept Meeting to be held on Monday, 16 December 2019:-

- Hall floor to be re-varnished.
- Funds to be put aside towards replacing internal light fittings.

Mr Cooper asked if consideration could be given to installing solar panels. The Chairman expressed concern that the roof may be too old to take the weight of solar panels. The Clerk to the Council stated that the matter could be investigated further.

The Clerk to the Council reported that she had received a telephone call from West Essex Flower Club on Monday to say that the water heater for hot drinks had stopped working. The Clerk contacted the Caretaker, who checked the filter etc., however, he was unable to get the heater to work. Following numerous phone calls on Tuesday, the Clerk arranged for a new heater to be delivered to store in Chelmsford which she then collected and delivered to the hall. As the connections to the new heater differed to the old one, the Clerk arranged for a contractor to plumb the heater in on Wednesday morning and for an electrical contractor to visit the hall in the afternoon to replace a spur unit with a plug socket. The Clerk confirmed that she had called the Vice Chairman to get agreement to purchase a new heater as the company which supplied the original one had stated that it would be at least two weeks before an engineer could visit. The call out charge would have been £100.00, which excluded the cost of any replacement parts which were estimated to be a minimum of £80.00 (plus vat). The cost of the new heater was £289.00 (plus vat) and has a two year warranty. The Vice Chairman asked, on behalf of the Committee, for thanks to be recorded for the work that the Clerk had undertaken to ensure that a new heater had been purchased and installed at such short notice, particularly in light of the Christmas events taking place over the next few weeks.

Mr Sawyer asked if consideration could be given to installing an extractor fan in both toilets. Mr Sawyer mentioned that there had been an issue with condensation dripping from the exposed water pipes in the toilets. The Clerk to the Council confirmed that this would be investigated.

#### **PH 19.049 NEW YEAR SHUT DOWN PERIOD**

Members **NOTED** that the hall would be closed from Sunday, 29 December until Monday, 6 January 2020. The Caretaker confirmed that the fridges will be defrosted and the cupboards cleaned, etc.

#### **PH19.050 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members **NOTED** that the Clerk to the Council had received verbal notification from UK Power Networks advising that the electricity pole located in the hedgerow adjacent to the hall is due to be replaced in February 2020. The Clerk has been advised that the hall will need to be closed whilst the works take place. Further details are expected to be received early in the new year. The Clerk to the Council advised that UK Power Networks have a statutory power to undertake the works. They will try to give as much notice as possible with regard to when the works will take place and the length of time the hall will be closed to the public.

#### **PH19.051 CHAIRMAN'S REPORT**

No report.

## PH19.052 OTHER REPORTS

### a) Regular Hall Hirers

- Mums and Tots – no report
- Flower Club – no report
- Harlow Bowmen – no report
- Thornwood Seniors – no report

### b) Booking Secretary Report

The Booking Secretary reported that in October and November there were quite a lot of bookings with regular hirers, a race night, children's parties and a bazaar. The new fitness club has stopped after four weeks as no one turned up. There are bookings every day in December and we have the Election on the 12<sup>th</sup>. Week starting the 16<sup>th</sup>, -Mums and Tots and the Bowmen are the only regular hirers in. Christmas Day is booked. The Booking Secretary also received an enquiry from someone else who wanted to book Christmas Day as well. There is a booking on Saturday, 28<sup>th</sup> which is a baby shower party. On the 8<sup>th</sup> there is a Carol Service and on the 9<sup>th</sup> there is a Neighbourhood meeting. We have a good start to January with several children's parties.

The Clerk to the Council referred to the Neighbourhood Meeting and advised that it is a Neighbourhood Plan Event, taking place in the hall on Monday, 9<sup>th</sup> December, from 5.30pm until 8pm. The Clerk informed Members that she had attended a Master Plan exercise event earlier in the day and advised that what is going to happen at Latton Priory will affect all those present with regard to roads and housing. The Clerk urged Members to attend the Neighbourhood Plan event in order to have their say and complete a questionnaire.

### c) Caretaker's Report

The Caretaker referred Members to a number of items that had been left in the hall which included empty tins, wood, flags, plates, a noticeboard, etc. Following discussion, Members **AGREED** that the items should be disposed of, if nobody claimed them at the end of the meeting.

The Caretaker mentioned that he had found a lot of water on top of the fridge (with the small freezer compartment) in the corner of the kitchen. The Caretaker stated that he believed it could go wrong and the Committee may need to look at purchasing a new one. The Vice Chairman asked if it would be acceptable for her to purchase a replacement from funds raised at recent events. Following discussion, all Members **AGREED**.

### d) Financial Report

The Clerk to the Council informed Members that the Parish Council had recently had a visit from the Auditor. A couple of minor items had been highlighted in the report in relation to the hall. The Clerk stated that Councillors had not seen the report yet, therefore, further information would be provided at the next committee meeting.

## PH19.053 OTHER URGENT BUSINESS

Mr Drane mentioned an issue with lorries being parked in Duck Lane. The Clerk to the Council stated that this was not a matter to be discussed at the committee meeting and asked Mr Drane to speak to her after the meeting had closed and she would then be able to give details of who he should contact.

**MINUTES**

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

*Date 5<sup>th</sup> December 2019*

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Mrs Davis reminded Members that the Carol Service is to be held on Sunday, 8<sup>th</sup> December. She also mentioned that in January there is to be a Freddie Mercury Night.

Meeting closed: 7.50pm

Signed .....  
Chairman

Date .....