



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 6th October 2016

Time: 6.45 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (7) Cllr R Spearman, Chairman, Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, T Drane, B Cooper, Mrs I Smith, Mrs D Shelley.

Also in Attendance (1)

Susan De Luca – Clerk to the Council

P. Hebden – On behalf of Sue Hebden (Caretaker)

Members of the Public (1)

PH.16031 APOLOGIES FOR ABSENCE (5)

NOTED, apologies for absence had been received from Mrs E Davis, Cllr B Clegg, T Sawyer, Mrs J Abbott, L Foster.

PH.16032 OTHER ABSENCES (0)

PH.16033 MINUTES

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 7th July 2016.

PH.16034 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.16035 QUESTIONS FROM MEMBERS OF THE PUBLIC

NOTED that there were NO Questions from the Members of the Public.

PH.16036 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK

Cllr Hawkins asked if there had been any repairs carried out to the roof – where the fans had been

taken away. The Clerk advised that there had not but she would ascertain from Kevin, TGM to see what the current situation was. She would report direct to Cllr Hawkins after speaking

Kevin.

PH.16037 HEALTH AND SAFETY

The Clerk reported that a concern had been reported to her in relation to some of the chairs having some screws ‘working loose’. Cllr Hawkins advised that he had asked Adriana to source some screws. The Clerk would report back, and advise if this had been successful. Cllrs Hawkins advised of a person falling over whilst entering the front door but he was certain no action was going to be taken as the person was known to him, and had advised the same.

PH.16038 PARISH HALL ALARM

Apart from the initial few problems, everything now seems to be in order and groups seem to be able to work it satisfactorily.

PH.16039 CAR PARK

The Clerk advised Members of some of the recent concerns in relation to the unauthorised car parking in the car park. Notices had been placed of unauthorised vehicles, and further measures would be taken regarding repeat offenders. This matter was discussed in great detail, after which it was agreed to monitor the situation, a number of comments were made by Peter Hebden which would be looked into by the Clerk, and this item would be placed on the Agenda for the next meeting.

PH.16038 CLERKS UPDATE

The Clerk advised Members that the West Essex Flower Club had very kindly donated £100 towards the Defibrillator Fund. The Clerk thanked their representative who was at the Committee Meeting, and advised that she would write more formally just as soon as she could.

The Clerk had received an email from Elaine Davis regarding the 40's Evening – details of this as reproduced below

Elaine reported that with the help of some members of the committee the 1940's Evening was a great success with a profit being made of £428.00 - it was well attended with many calls afterwards with nice feedback saying they would support another event.

Cyril had mentioned that they were thinking of doing a Sunday lunch and asked about running a bar, which she definitely will, she would like to be advised of the date asap.

Shirley Hawkins thanked Elaine, via the Committee for the work put in, in organising the event, and all felt another event such as this would be good as the singer was extremely entertaining. Shirley would advise Elaine directly as to the date and tie of the Sunday Lunch Event in November, however it was expected to be the last Sunday in November.

PH.16040 CHAIRMANS REPORT

Nothing to Report.

PH.16.041 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – No Report.
- Flower Club – Everything Fine
- Harlow Bowmen – Their small steps had been mislaid, but had now been found.
- Thornwood Seniors – Iris wanted to thank the Committee for the kindness in the recent use of the hall .

b) Booking Secretary Report

There had been quite a few parties during August including an Engagement party and a Fiftieth Birthday Party. In September there were a number of parties and events including

NCBT and the Hall Cabaret Evening, Bible Study and Flower Club and MacMillan Coffee Morning. October brings a number of new enquiries including a possible new Jazz Evening (Alternate Tuesdays) and a Dog Club – Members agreed the two new clubs. The points covered are as detailed below: Also a booking for the Hospice in the New Year

Agreed – Local Price.

(This is an abridged report taken from Janet's notes, as Janet had sent her apologies)

Caretakers Report

- Men's Toilet Ball Valve repaired - Noted & Agreed
- Water Heater – Tea & Coffee – Water comes out very slow – Agreed that Notice should be put advising that a large Container should be filled up and no single cups – Noted and Agreed

PH.16042 OTHER URGENT BUSINESS

- a) Mrs S Hawkins advised Members of the date of the forthcoming Carol Service in the Hall, it would be held on the 11th December 2016
- b) Mrs Hawkins advised Members that £4000 had been raised by the Thornwood Festival and sent to St Clares Hospice. Congratulations were given.

Date of Next Meeting 3rd November 2016

Meeting closed: 7.38pm

Signed

Chairman

Date