



**DRAFT MINUTES**

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

**Date:** 6 December 2018

**Time:** 7.15 PM

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

**PRESENT:** Committee Members (8) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, Mr P Hebden, Mrs I Smith, B Cooper, T Sawyer, T Drane

**Also in Attendance (2)**

Joanna Tyler – Meeting Clerk  
Adriana Jones – Principal Financial Officer

**Members of the Public (0)**

**PH18.060 APOLOGIES FOR ABSENCE (3)**

Apologies for absence received from Mrs L Foster, Mrs E Davis and Cllr B Clegg\*  
\*received too late to be reported at the meeting

**PH18.061 OTHER ABSENCES (1)**

No apologies for absence received from Mrs D Shelley

**PH18.062 MINUTES**

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 8<sup>th</sup> November 2018.

**PH18.063 DECLARATIONS OF INTEREST**

None declared.

**PH18.064 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**PH18.065 HEALTH AND SAFETY**

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

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

**b) Legionella Testing**

Members **NOTED** that a test for the presence of legionella bacteria in the water system had been undertaken on 7<sup>th</sup> November 2018. No legionella bacteria were detected. A copy of the certificate, together with the results, has been placed in the water testing file which is retained in the Health and Safety cupboard in the kitchen.

The Chairman asked the Parish Council's Principal Financial Officer to confirm where the

water sample is taken from. The PFO confirmed that the water is tested on an annual basis and advised that the sample is taken from the hot water taps and the hot water dispenser.

Members **NOTED** that the Fire Risk Assessment is due to be carried out.

#### **PH18.066 HALL REPAIRS / IMPROVEMENTS**

Members **NOTED** that the following repairs / improvements to the hall had been carried out during November:-

- Replacement front doors. The Chairman advised Members that the rubber trim around the window panes had expanded in places and stated that he would allow it to settle for a couple of weeks and he would make arrangements for the contractor to put the trim back if necessary. The Chairman reported that the installation went well, with the hall being closed for one day on the Thursday. The contractors returned on the following Tuesday to install a threshold strip for the door mat. The Chairman advised that he had made arrangements for an electrical contractor to disconnect and reconnect the wiring either side of the door frame. The Chairman advised that the door contact for the alarm needed to be reconnected. The Meeting Clerk confirmed that she would contact the alarm company to make arrangements for an engineer to attend. The Caretaker confirmed that the alarm company could contact him direct to arrange a suitable appointment.

The Chairman asked the PFO if the signage above the door had been approved by Parish Council. The PFO confirmed that Councillors had agreed to a replacement sign, however, she would need to check with regard to the wording. It was her understanding that it would state "Parish Hall at Thornwood Common".

#### **PH18.067 ADVERTISING BOARD ON THE PLAYING FIELD / COMMON**

The Chairman asked the Meeting Clerk to remind the Committee with regard to the discussion which took place as he had not been present at the previous meeting. Members were reminded that Parish Councillors had asked that the views of this Committee be sought with regard to whether an advertising board would be used and how it would be managed. Members of this Committee had agreed that the matter would be revisited at this Committee Meeting for further consideration. Members agreed that as Councillor Clegg had asked for the matter to be discussed further, it should be placed on the next Committee Agenda.

The Meeting Clerk reminded Members that discussion had taken place at the previous meeting regarding the possibility of removing the notice board situated on the High Road and replacing it with a community board which ideally would be sited on the Playing Field. Mrs Hawkins confirmed that she had made some enquiries and advised Members that the board may be moved and placed on the Playing Field. Mrs Hawkins stated that a planning officer had confirmed that this would not require planning permission as it is to be placed on land owned by the Parish Council. Mrs Hawkins confirmed that she had relayed this information to the Clerk to the Council.

Mr Sawyer mentioned that a number of people had asked him about erecting a sign directing

people to the village hall from the High Road. Discussion ensued and it was established that there is a sign already in situ on the High Road. Mr Cooper advised that it had been obscured by foliage.

**PH18.068 REGULAR HALL HIRERS – LIABILITY INSURANCE CERTIFICATES**

The regular hall hirers present at the meeting confirmed whether or not liability insurance is purchased via the Booking Secretary. The PFO requested that a copy of the valid insurance certificate be sent direct to the Parish Office. The Booking Secretary confirmed that she would be sending out new terms and conditions for next year and would be requesting copies of certificates.

**PH18.069 REGULAR HALL HIRERS – STORAGE CUPBOARDS**

Committee Members confirmed whether they had storage cupboards in both the kitchen and in the extension, as follows:-

	Kitchen	Extension	
Thornwood Seniors	1	2*	*includes the cupboard that the Seniors paid to have built
West Essex Flower Club	1	1	
Harlow Bowmen	0	1	
Mums & Tots	1	0*	*have space allocated for storage
Spiritualists	1	1	
Festival*	1	1	*Used to store hall equipment

**PH18.070 CHRISTMAS / NEW YEAR SHUTDOWN PERIOD**

Members **NOTED** the Christmas and New Year shutdown period for the hall, as agreed at the Committee Meeting in October.

The Booking Secretary informed Members that she had received an enquiry for a child's party on Saturday, 5<sup>th</sup> January 2019. Following discussion, all Members **AGREED** that the hall would be made available.

**PH18.071 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members **NOTED** the Christmas and New Year shutdown period for the Parish Council Office.

Members **NOTED** that the Chairman of the Parish Council had been advised that the storage container may possibly be delivered towards the end of March. The Booking Secretary has been asked to liaise with the Parish Office before confirming any hall hire requests for the last 10 days of March.

The Meeting Clerk reported that she had received a telephone call from a local gym owner requesting permission for gym users to park their cars in the hall car park for the next week due to works being undertaken at the gym car park. The Meeting Clerk informed Members that she had advised the gym owner that the hall was very busy up until Christmas and that permission could not be given. The Booking Secretary stated that she had also received a phone call regarding the same request and had referred the caller to the Parish Office.

The Principal Financial Officer reported that the Rotarians are seeking award nominations

for its annual Service Above Self award. The club is looking for people who have served the community in ordinary ways but to an extraordinary degree. Following discussion Members **AGREED** that they would like to nominate Mrs Hawkins and Mrs Abbott as a pair for the award.

The Principal Financial Officer gave feedback to the Committee from the car park attendant who had been present in the car park on Monday, 3<sup>rd</sup> December (West Essex Flower Club Christmas Dinner) and Thursday, 6<sup>th</sup> December (Thornwood Seniors Christmas Dinner). The parking attendant had reported that there had been no issues with people using the car park who were not attending the events. He had suggested that rather than having an attendant present, a sign placed in both entrances stating “Private Function Here Today” may have the same effect and could be re-used for any events held in the hall. Mrs Smith reported that she had not received any complaints from those attending Thornwood Seniors Christmas Dinner, however on previous occasions there have always been problems with a lack of parking spaces. Following lengthy discussion, Members **AGREED** that the suggestion be placed on the next agenda for further consideration. The PFO stated that in the meantime she would investigate what types of signs would be available, taking into account size and weight.

#### **PH18.072 CHAIRMAN'S REPORT**

The Chairman referred to his report earlier in the meeting regarding the new front doors and stated that he did not have anything further to report on.

#### **PH18.073 OTHER REPORTS**

##### **a) Regular Hall Hirers**

- Mums and Tots – No report.
- Flower Club – No report.
- Harlow Bowmen – No report
- Thornwood Seniors – Mrs Smith asked for her thanks to be recorded for the provision of a parking attendant for the Thornwood Seniors Christmas Dinner held earlier in the day. Mrs Smith reported that the Race Night raised a total of £926.00, which will be used to purchase round tables for the hall. The Seniors hope to hold another Race Night next year to raise funds for a holder to store the tables in.

##### **b) Booking Secretary Report**

The Booking Secretary reported that December starts with bookings every single day. There is a 90<sup>th</sup> party on Saturday the 8<sup>th</sup> and a Carol Service on the 9<sup>th</sup>. Week beginning 10<sup>th</sup> December, there are three Christmas Plays from Blossoms Nursery and regulars. On Sunday, 16<sup>th</sup> December there is the Tuesday Club Christmas Dinner and in the last week we have Mums and Tots and Bowmen. The Christmas Day booking has been paid for, 70 people will be attending.

##### **c) Caretakers Report**

No report.

##### **d) Financial**

The Principal Financial Officer referred to the report given at the previous Committee

Meeting and explained that the way in which the accounts were recorded had changed from previous years. With regard to the predicted income for the hall for the remainder of the year, the PFO commented that this should be all right.

The Principal Financial Officer informed the Committee that the Parish Council had recently received a visit from the Internal Auditor. The Auditor mentioned the hall bookings and had said that the Parish Office should be double checking everything that the Booking Secretary does. The PFO advised that this does not happen at present, however, the Auditor would be mentioning this specifically in the report, therefore it is something that the Parish Office will need to look at in the near future.

**PH18.074 OTHER URGENT BUSINESS**

Mrs Hawkins reminded Members that the Carol Service is to be held on Sunday, 9<sup>th</sup> December 2018 at 6pm. The Committee **AGREED** that the hire fee for the hall would be waived. Mrs Hawkins confirmed that she would make arrangements to pay for the Liability Insurance fee.

Mrs Hawkins reported that she had been invited to visit Hastingwood Village Hall to look at the new blinds that had been installed. Mrs Hawkins commented that the hall looked fantastic and asked Members if they would consider putting in a request for new blinds, rather than curtains, for the Budget / Precept Meeting. Following discussion, the PFO confirmed that she was in receipt of the quotes for the blinds and would be including them. Mrs Hawkins referred to an earlier Committee Meeting, whereby the Clerk to the Council had suggested Members may wish to consider having the hall redecorated and asked if this could also be included as an item for the Budget / Precept meeting. The PFO confirmed that it could be included. Mrs Hawkins mentioned the possibility of consideration being given to replacing the strip lights in the main hall. Following lengthy discussion, it was agreed that the matter would be investigated further. Mrs Hawkins stated that she would look to raise money towards their replacement.

The Meeting Clerk mentioned the Library Consultation currently taking place and encouraged Members to complete the consultation online via Essex County Council's website, or alternatively to visit North Weald Library and request a copy of the document.

Date of next Committee Meeting: Thursday, 7<sup>th</sup> February 2018.

Meeting closed: 8.12pm

Signed .....  
Chairman

Date .....