



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 11 July 2019

Time: 7.00 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (11) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Mrs J Abbott, T Sawyer, B Cooper, T Drane, Mrs E Davis, P Hebden, Mrs I Smith, Mrs S Bentley, Ms J Heath

Also in Attendance (3)

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

Cllr A Buckley – Chairman, North Weald Bassett Parish Council

Members of the Public (0)

PH19.017 APOLOGIES FOR ABSENCE (1)

Apologies for absence received from Cllr B Clegg (Due to Speed Watch Training)

PH19.018 OTHER ABSENCES (1)

No apologies for absence received from Mrs D Shelley

PH19.019 MINUTES

Members **APPROVED** as a correct record the Minutes of this Committee Meeting held on 2019.

PH19.020 DECLARATIONS OF INTEREST

None declared.

PH19.021 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH19.022 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

The Chairman reported that a visual check had been undertaken prior to the meeting and advised that there were still some items which required removal. Mrs Smith confirmed that she would take the books to Oxfam. The Clerk to the Council advised Members that arrangements would be made for a notice to be placed on the entrance door to the extension which would be a reminder to regular hall hirers that any items not put away in storage cupboards would be disposed of by the Caretaker due to Health and Safety. The Chairman mentioned that a stall had been left in the extension and asked if it belonged to anyone present. The Booking Secretary advised that it belonged to her and confirmed that it was no longer required. Mrs Hawkins confirmed that she would remove the stall.

b) Health and Safety Report and Fire Risk Assessment

Members **NOTED** the contents of the Health and Safety Review, Risk Assessment and Fire Risk Assessment Report undertaken by the Parish Council's Health and Safety Representative on Wednesday, 12th June 2019. Mr Sawyer highlighted that the date recorded on the agenda (10th June) was different to that which was recorded on the report. The Meeting Clerk apologised for the typo and confirmed that the date of the report was the 12th June. Mr Sawyer mentioned the abbreviations and requested that Adriana Jones name be added in full, rather than as 'AJ', stating that not everyone would know what the abbreviation stood for. The Clerk to the Council confirmed that arrangements would be made to have the report amended, and that full names would be added for the abbreviations TGM and PFO.

Members **NOTED** that the items highlighted as requiring action were being in the process of being addressed. The Chairman read out the relevant actions. Members **NOTED** that the Parish Council's contractor had been asked to quote for the replacement of the sinks in the Ladies Toilets and the replacement of the two urinals in the Men's Toilets. The Clerk to the Council stated that a date for the work to be completed had been pencilled in for the 29th July to 1st August, prior to the hall being decorated in August. The Chairman suggested that if there is enough money available, perhaps the toilets could be tiled. The Clerk confirmed that a quote had been requested for a tiled splashback and a new unit for the sinks.

The Chairman mentioned the square tables stored in the extension and asked if they were used. Both Mrs Smith and Mr Sawyer confirmed that they were, however, Mrs Smith stated that if there were any spare, Epping in Bloom would be interested in taking them.

Mr Cooper referred to the shelves that had been removed from the kitchen and asked what the reason was for the removal. Mr Sawyer stated that caterers make use of the shelves. Mrs Davis stated that regular hall hirers also make use of the shelves and expressed concern that the Management Committee had not been consulted prior to their removal. Mrs Smith expressed concern that caterers had to put tables in the hallway as they did not have enough room for desserts, etc. The Clerk to the Council stated that arrangements would be made for new shelving to be installed, however, a storage solution for the mops and brooms would need to be sought. The Chairman confirmed that a cupboard could be placed in the entrance to the Disabled Toilet, provided some of the coat hooks were removed. The Caretaker asked where the car park signs and cones would be stored. The Clerk suggested that a sign could be placed on the extension door highlighting that the car park signs and cones are stored in there. Mr Drane asked if the signs and cones could be stored in the metal storage container. The Clerk stated that metal container is for the storage of Parish Council files and the remaining garage houses the plastic tables and chairs. The Clerk stated that the car park signs and cones needed to be stored in an accessible place for hall hirers to use. The Caretaker asked if the wet floor sign could be put behind the door in the kitchen, all Members **AGREED** provided hall users are made aware that it is stored there. The Caretaker mentioned the umbrella stand and asked if it could be removed as it is not used, all Members **AGREED**.

The Chairman referred to the fire extinguisher sited to the right of the stage, all Members **AGREED** that it should be moved to a more accessible place. The Clerk to the Council confirmed that arrangements for this would be made when the hall is decorated.

Members **NOTED** that Mrs Davis had cut back the brambles growing along the fence

at the far end of the car park in front of the Fire Assembly Point / No Overnight Parking signs.

The Chairman referred to the comment in the report regarding the centre island in the kitchen. Mrs Hawkins confirmed that she would clean out the island. The Clerk to the Council confirmed that the decorators would be asked to paint the island mouldings.

The Chairman referred to the comment asking that consideration is given to installing a key box at the back door in the kitchen to house a key. The Caretaker confirmed that the hall keys are clearly labelled. The Chairman asked the Caretaker to bring the keys to the next Committee Meeting and requested that the item be placed on the next agenda for further discussion.

Mr Sawyer asked if hall users had access to a key for the electric cupboard (housed within the locked office used by the Parish Council's contractor). The Caretaker confirmed that he held a key and that no hall hirer would have access to the electrical cupboard. The Chairman mentioned that when he attended the hall when the new entrance doors were installed, the contractor had found that one of the fuses had been wired in upside down. The Clerk to the Council suggested that the Chairman meet with the electrical contractor when he replaces the faulty light fitting.

The Chairman referred to the recommendation to consider replacing the noticeboards in the entrance hall. Following discussion, all Members **AGREED**.

Mr Cooper asked where the mugs in the kitchen cupboard had disappeared to. The Caretaker confirmed that he had been asked to dispose of the mugs. Following discussion, the Clerk to the Council confirmed that 24 mugs would be purchased and the cupboard would be clearly labelled for general use.

PH19.023 CAR PARK

At the previous Committee Meeting, Members recalled that they had agreed to monitor unauthorised users parking in the car park, making use of the car park notices. Members reported that the signs had not made any difference. Members discussed at great length the best way to move forward. The Chairman suggested that an enforcement company be hired to patrol the car park on an ad hoc basis to see if that would deter unauthorised users. The Clerk to the Council stated that she would investigate how much this would cost. Mrs Davis suggested that Members should continue to make use of the parking notices. Members expressed concern that regular hall hirers using the car park would receive a parking ticket if an enforcement company was used. The Clerk to the Council stated that it was her understanding that anyone parking in the car park could receive a ticket, however, she would need to investigate the matter further.

PH19.024 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members noted that an enquiry had been received from Thornwood Open Gardens Committee requesting permission to use the hall for the presentation of a cheque to St Clare's Hospice. All Members **AGREED**.

PH19.025 CHAIRMAN'S REPORT

The Chairman referred to the previous committee meeting and the discussion regarding a new sign for the hall. The Chairman reported that he had visited Hastingwood Village Hall to look at their new sign. He thought that it looked very good and recommended that the Clerk to the Council make enquiries to use the same supplier for the new sign.

PH19.026 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – reported that a dark blue gazebo had disappeared from their storage area. No one present had seen it.
- Flower Club – no report
- Harlow Bowmen – no report
- Thornwood Seniors – no report

b) Booking Secretary Report

The Booking Secretary reported the weekend starting Friday, 26th we have the Spiritualists, on Saturday, 27th there is a child's party. On Tuesday, 30th we have the Spiritualists and on Saturday, 3rd we have the Parish Council for the morning. On Tuesday, 6th we have the Spiritualists and Thursday, 8th The Seniors. Tuesday, 13th we have the Spiritualists and the Social Club in the evening. On Saturday, 17th August starts the closure for painting, with the hall reopening on Monday, 2nd September. On Tuesday, 3rd September the Spiritualists are in and Wednesday, 4th Mums and Tots are back. On Monday, 9th the Flower Club have their AGM and on Tuesday, 10th the Spiritualists are in and we have our social evening. On Wednesday, 11th we have Mums and Tots and Thursday, 12th there is a Parish Council Meeting.

The Booking Secretary reported that she had received an enquiry from a company from Northwich for Thursday, 15th August, who would like to hire the hall for a meeting for 10 people, regarding Forest Edge. The Booking Secretary advised that she had also received an enquiry from someone in the village who, together with a friend, would like to run a physical training exercise for 10 year olds and upwards. The Booking Secretary stated that she had suggested that the potential hirer attend a Committee Meeting to give further details.

c) Caretaker's Report

The Caretaker reported that the electrician had inspected the faulty light fitting (outside the office) and is to arrange a suitable date for replacement. The Caretaker also reported that the fuses had tripped in the office and the kitchen when the Parish Council's contractor was working in the office, however it had not happened since.

d) Financial Report – no report.

PH19.027 OTHER URGENT BUSINESS

Mrs Davis reported that she had visited the PDSA stand which was present in the car park on 10th July. Unfortunately, they only had 5 visitors which they believed was due to a lack of advertising. The Clerk to the Council advised that posters had been put on the Parish Notice Boards and stated that the event had been organised by Epping Town Council.

Mrs Davis advised Members that the PDSA run a First Aid Course for pets. Mrs Davis suggested that it may be something that could be held at the hall. She confirmed that it would be for pet owners to attend and that if anyone was interested to let her know as she would try and cover the cost of the hall hire and find a suitable date.

The Chairman asked the Clerk to the Council if a rental charge for the office had been agreed. The Clerk advised that the charge is £1270 per year and that the sum is payable to the Parish Council.

Mrs Hawkins asked if permission could be given for a small shed to be placed between the garage and the storage container. The Clerk to the Council stated that permission could be agreed by the Committee as it would be on hall land. All Members **AGREED**.

Councillor Buckley mentioned the Fire Risk Assessment and asked whether it would be necessary to have a small fire extinguisher in the storage container. The Clerk to the Council stated that she would ask Mrs Jones.

Mr Sawyer mentioned the drain outside the hall. The Clerk to the Council confirmed that the work had been completed. Mr Sawyer mentioned the water tanks which are to be disconnected on the allotment site and asked that if they were to be disposed of, would it be possible for him to have one. Mrs Davis confirmed that he could, provided they had not been disposed of already and stated that Mr Sawyer would have to make arrangements to remove it from the site.

Members **NOTED** that the next Committee Meeting would be held on Thursday, 5th September.

Meeting closed: 8.15 pm

Signed
Chairman

Date