



**MINUTES**

**Meeting:** THORNWOOD  
COMMON VILLAGE HALL AND  
PLAYING FIELD  
MANAGEMENT COMMITTEE

**Date:** 1 May 2014

**Time:** 7.15 PM

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

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**PRESENT: Committee Members (14)**

Cllr R Spearman, Cllr C Hawkins, Mrs S Hawkins, Mrs J Abbott, Mrs V Robertson,  
Mrs L Foster, Mrs E Davis, B Cooper, T Drane, R Sawyer, Ms R Toms, Mrs D Shelley,  
P Hebden, Cllr B Clegg\*

\*Arrived late

**Also in Attendance (1)**

Joanna Tyler – Administrative Officer

**Members of the Public (0)**

**TWVH.702 APOLOGIES FOR ABSENCE (1)**

*NOTED*, apologies for absence had been received from Mrs I Smith

**TWVH.703 OTHER ABSENCES (0)**

None recorded

**TWVH.704 MINUTES**

Members *APPROVED*, as a correct record, the Minutes of this Committee Meeting held on 6 March 2014.

**TWVH.705 DECLARATIONS OF INTEREST**

*NOTED* there were no declarations of interest.

**TWVH.706 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present at the meeting.

**TWVH.707 REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

Members *NOTED* that there were no issues to report at the time of preparing the agenda.

**TWVH.708 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members *NOTED* that the following items had been *AGREED* by Parish Council Members at the last Parish Council Meeting:-

- Cancellation fee for bookings – it was agreed that if less than two weeks notice is given of cancellation, the whole hire fee should be forfeited (depending on the circumstances, discretion may be used).
- Increase in hall hire fees for the financial period 2014/15.
- Use of the Village Hall and Playing Field for the Thornwood Festival event to be held on Sunday, 29 June 2014.

**TWVH.709 CHAIRMAN'S REPORT**

Nothing to report.

**TWVH.710 HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS**

Members **NOTED** that it had recently been brought to the Parish Office staff's attention that the current poster regarding information on health and safety law was not on display in the hall. The latest copy of the poster has since been purchased and displayed. In light of this, the meeting clerk had obtained a copy of an information sheet published by ACRE's Village Hall Information Service, regarding health and safety legislation and village halls and provides those responsible with the information and documentation they need to address them. ACRE recommend that the following is in place:-

- Appoint one (or two) person(s) as their health and safety officer(s) to use ACRE information sheet to draw up appropriate records, advice and notices for the hall and oversee implementation of health and safety policy.
- Carry out a risk assessment at least every two years.
- Prepare a health and safety file, which is kept at the hall in a ring binder in case of query.
- Provide a copy of the information held in the health and safety file to every committee member.
- Ask the health and safety person(s) to go through the file at a village hall management committee meeting and encourage members to pass on the information to user groups.
- Ensure that the booking secretary makes all hirers aware of the health and safety policy for the hall and the fire evacuation procedures.
- Ensure that all hirers sign a written hiring agreement agreeing to abide by the terms and conditions given.

Following discussion, Members of the Management Committee **AGREED** that they would not feel competent to undertake this responsibility and are of the opinion that Members of the Parish Council would be better placed to carry this out, bearing in mind the financial implications.

**TWVH.711 CHARITY EVENT**

Members **NOTED** that a request had been received to hold a charity event to raise funds for a mobile cancer unit. Councillor Hawkins advised that the request had been made by Councillor McCormack, a Member of North Weald Bassett Parish Council. A date for the event has yet to be agreed. Councillor Hawkins stated that any help anyone can give on the day would be very much appreciated. Following discussion, it was **AGREED** that the request would be made to Full Council to consider waiving the hall hire fees.

**TWVH.712 OTHER REPORTS**

**a) Regular Hall Hirers**

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – no report.
- Harlow Bowmen – no report.
- Thornwood Seniors – no report.

**b) Booking Secretary Report**

May starts with this weekend free, Ruth has booked next Saturday and the next two weekends are free. Weekdays are fully booked with regular hirers. On the 22 May 2014, the hall is booked for voting. All weekend Saturdays in June are fully booked.

**c) Caretakers Report**

The caretaker reported that the hallway floor has a small air bubble in it and needs to be looked at before it tears and causes a trip hazard. Members agreed to inspect the floor following the meeting. The caretaker reported that the downpipe outside the window near to the stage is overflowing. Members **REQUESTED** that the caretaker should inspect the pipe and unblock if necessary. The caretaker mentioned the monthly water testing for Legionella and reported that there had been two visits since the last committee meeting. The meeting clerk informed members that H2O had changed the date of the next test to the end of the month. The meeting clerk stated that she had contacted H2O regarding this as there would be a seven week gap since the last test and had asked whether there would still be a requirement to test on a monthly basis. H2O had confirmed that routine monitoring was still required on a monthly basis and that, with effect from June, visits would continue to be made at the beginning of each month. Mrs Davis mentioned whether or not consideration was still being given to arranging for a competent person (ie. plumber) to carry out the monthly testing, not only for Thornwood Village Hall, but also for the other two halls in North Weald. Councillor Hawkins stated that this matter is being considered possibly for the future. Mrs Davis asked whether or not it would be a good idea if she contacted P J Margle's to quote for carrying out the monthly testing. Councillor Hawkins confirmed that she could ask them to send the quote direct to the Parish Office.

**d) Financial**

Members **NOTED** that the cheque list for March 2014. The Chairman queried cheque number 100437, payable to Eon, for £796.05. The meeting clerk advised that the Financial Officer and the Administrative Assistant had both been in contact with Eon regarding the bills recently received and that this amount was correct.

**TWVH.713 OTHER URGENT BUSINESS**

Mr Drane asked if it was possible to contact someone with regard to the traffic speed in Duck Lane. Following discussion, Councillor Hawkins suggested that members should attend the next NAPs meeting to explain to the police officer in attendance what the issue is. Councillor Clegg also suggested that they contact Mick Sheen and mentioned that Councillor Whitehouse had taken up issues on Highways in Thornwood. Councillor Hawkins stated that he would try and arrange for the next NAPs meeting to be held at Thornwood (date and time to be advised).

Mrs Davis mentioned the quiz that she is arranging to raise funds for the village hall. Members **AGREED** that the hall would be available on Friday, 13 June 2014, 7.30pm start. Following discussion, it was suggested that there would be a charge of £2.00

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HALL COMMITTEE**

*Date 1 May 2014*

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per head and that those attending should bring their own drinks and snacks. The Booking Secretary confirmed that public liability insurance would still need to be paid.

Councillor Hawkins advised Members that he had received a request from the Rugby Club to use the car park on 10 May 2014, if it was available. The Booking Secretary confirmed that a booking had been received for that day, therefore, the request would have to be declined.

Councillor Hawkins informed Members that the Epping Spiritualist Church had donated £1000 to the hall. Members thanked Ruth. Councillor Hawkins confirmed that a letter of thanks would be sent from the Parish Council

**MEETING CLOSED: 7.45pm**

Signed .....

Chairman

Date .....