



MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 3 October 2019

Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (6) Cllr R Spearman (Chairman), Mrs J Abbott, T Sawyer, B Cooper, T Drane, Mrs I Smith,

Also in Attendance (2)

Joanna Tyler – Meeting Clerk

Susan De Luca – Clerk to the Council

Members of the Public (0)

PH19.028 APOLOGIES FOR ABSENCE (7)

Apologies for absence received from Mrs S Hawkins, Mrs E Davis, P Hebden, Cllr B Clegg, Mrs D Shelley, Mrs S Bentley* and Ms J Heath*

*Received too late to be reported at the meeting

PH19.029 OTHER ABSENCES (0)

PH19.030 MINUTES

The Chairman referred to Minute Ref. PH19.022 (b) and advised that he had painted the mouldings on the kitchen island unit. Members **NOTED** this, following which the Minutes of the Committee Meeting held on 11 July 2019 were **APPROVED** as a correct record.

PH19.031 DECLARATIONS OF INTEREST

None declared.

PH19.032 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PH19.033 HEALTH AND SAFETY

a) Visual check of Fire Exit route in extension

Members **NOTED** that a visual check of the Fire Exit route had not been undertaken prior to the start of the meeting. Members **AGREED** to check the extension following the meeting.

b) Health and Safety Report and Fire Risk Assessment

The Meeting Clerk gave a verbal update regarding outstanding items (as highlighted in the Health and Safety Report and Fire Risk Assessment dated 12 June 2019). Members **NOTED** that all items, if not completed, were in the process of being actioned. Mr Sawyer confirmed that only one pool table was now stored in the extension, which is used by the Tuesday Club. Mr Cooper informed the Committee that a small fold up table used by the Tuesday Club had been stored in the extension. He confirmed that the table was not obstructing anything.

c) Key Box – Kitchen Back Door

Members **RECALLED** from the previous meeting that the Chairman had requested this item be revisited following the recommendation made by the Parish Council's Health and Safety Representative. Members **NOTED** that each key, in the set of keys given to hall hirers, is clearly labelled as to which lock it fits. Following discussion, Members **AGREED** that a key box was not required to house the key for the back door in the kitchen.

PH19.034 BUDGET/PRECEPT ITEMS

Members **NOTED** that the Parish Council's Budget/Precept Meeting is to be held on Monday, 16th December 2019. The Clerk to the Council asked Members to give thought to any items which may be required for the hall and to bring any suggestions to the next Committee Meeting for consideration. The Clerk to the Council advised that a quote for varnishing the hall had been requested. The Clerk also confirmed that it would be suggested Councillors may wish to consider putting aside funds towards replacing the internal lights. Members **NOTED** that this was also suggested at last year's Budget/Precept meeting.

Mrs Smith mentioned that the Seniors would be having their Christmas Lunch on the first Thursday in December and would require around 20 extra chairs. The Clerk to the Council confirmed that some of the chairs were stored in the garage and advised that the Parish Council's contractor would be asked to make arrangements for the chairs to be available. Mrs Smith was advised that the chairs may require cleaning before use.

The Chairman drew Members attention to the two pieces of wall art and the clock which were kindly donated by the Mrs Abbott, Mrs Hawkins and Mrs Davis, for which he thanked them. All agreed that the redecoration together with the purchase of the new blinds had made the hall clean, bright and welcoming.

PH19.035 NEW YEAR SHUTDOWN PERIOD

The Booking Secretary confirmed that the hall had been hired for Christmas Day. There are no confirmed bookings from 26th December to 6th January 2020, therefore Members **AGREED** that the hall would be closed during this time, re-opening on Monday, 6th January 2020. The Clerk to the Council suggested that, should it be agreed at the Budget/Precept Meeting for the floor to be varnished, this could be undertaken during the shutdown period.

PH 19.036 FUTURE FUNDRAISING EVENTS

The Booking Secretary confirmed that there were two events booked for October:-

- 18th October – Race Night, Thornwood Seniors
- 27th October – Christmas Bazaar in aid of St Clare's Hospice

The Clerk to the Council asked if the Committee were considering holding a Christmas Tree Lighting/Carols event this year. The Booking Secretary stated that she had not been advised and would mention it to the Vice Chairman.

PH19.037 CLERKS UPDATE AND COMMUNICATIONS REPORT

The Meeting Clerk advised Members that artwork had been received for the panel above the entrance door, copies of which were tabled at the meeting. Members were asked to choose which version they preferred. Following discussion, Members **AGREED**

unanimously that they would like arrangements to be made for the first design to be produced.

PH19.038 CHAIRMAN'S REPORT

No report.

PH19.039 OTHER REPORTS

a) Regular Hall Hirers

- Mums and Tots – no report
- Flower Club – no report
- Harlow Bowmen – Mr Cooper stated that he would be pleased to see the notice board put back up. The Chairman confirmed that this had been ordered. Mr Cooper also mentioned that the old noticeboard was in the way of the cupboard door. It was confirmed that the Caretaker would be asked to dispose of this.
- Thornwood Seniors – no report

b) Booking Secretary Report

The Booking Secretary reported that the regular hirers had been in for the past few weeks. There had also been several bookings for meetings regarding the expansion of the area (Latton Priory). The Macmillan Coffee Morning was a success and the Booking Secretary passed on the organisers thanks for allowing use of the hall. October is busy with regulars and a Christmas Bazaar which is at the end of the month. We have a couple starting in the middle of October who are running stretching and exercise classes on Friday's 1.30pm to 2.30pm. We have a Halloween Party on the 2nd November for 4 year olds, with entertainment and music. We are getting bookings for next year. There has been an enquiry for a wedding and children's parties. Everyone who has been to view the hall has said how nice it looks.

The Booking Secretary referred to the Sunday football and expressed concern that the car park is full. There are three Sunday bookings – 13th and 27th October and 1st November. The Clerk to the Council confirmed that she would contact the football manager and ask that they do not park in the car park on those days. The Clerk also suggested that the cones and signs should be put in place by the hall hirers early on the days in question.

c) Caretaker's Report

Mr Sawyer confirmed that the caretaker's question regarding the disposal of the old notice had been answered previously.

d) Financial Report

A Financial Report covering this financial year, up to 31st August 2019 was tabled. The Clerk to the Council gave a breakdown of the additional items. Members **NOTED** that any income or expenditure for September had not yet been uploaded onto the accounts.

The Chairman mentioned the damaged drain cover located on the corner of the entrance to the hall car park. The Clerk to the Council advised that it had been reported to Affinity Water. The Meeting Clerk confirmed that, following a conversation with Affinity Water, they had advised her to contact Essex County Council Highways as they believe it is a surface drain which they have responsibility for. Mrs Smith advised that she had

seen a Highways contractor inspecting the drain and had been told that it would be repaired very soon.

PH19.040 OTHER URGENT BUSINESS

Mr Drane reported that he had been approached by somebody who had enquired whether it would be possible to increase the size of the football pitch in order to accommodate older players. The Clerk to the Council advised that the pitch had been laid out in conjunction with Epping Youth and stated that it is the size necessary for up to 16 years old. Discussion ensued regarding proposals for Latton Priory and the provision of recreation spaces. The Clerk to the Council advised Members that there is a limited amount of information regarding the Harlow and Gilston proposals available from the Parish Office.

Meeting closed: 8.15 pm

Signed
Chairman

Date