



DRAFT MINUTES

Meeting: PARISH HALL AT
THORNWOOD COMMON
MANAGEMENT COMMITTEE

Date: 5 November 2015

Time: 7.15 PM

Venue: PARISH HALL, THORNWOOD COMMON, EPPING, ESSEX

PRESENT: Committee Members (12) Cllr R Spearman (Chairman), Mrs S Hawkins (Vice Chairman), Cllr C Hawkins, R Sawyer, Mrs J Abbott, P Hebden, T Drane, B Cooper, Mrs I Smith, Mrs L Foster, Mrs V Robertson, Mrs E Davis

*Mrs S Rush also in attendance (Member of Mums and Tots Group)

Also in Attendance (3)

Joanna Tyler – Senior Administrative Officer

Adriana Jones – Principal Financial Officer (Responsible Person for Health and Safety)*

Susan De Luca – Clerk to the Council*

*For part of the meeting

Members of the Public (0)

PH.052 APOLOGIES FOR ABSENCE (2)

NOTED, apologies for absence had been received from Cllr B Clegg, Mrs D Shelley

PH.053 OTHER ABSENCES (0)

PH.054 MINUTES

Members *APPROVED* as a correct record the Minutes of this Committee Meeting held on 1 October 2015.

PH.055 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

PH.056 QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present at the meeting.

PH.057 HEALTH AND SAFETY

Members *NOTED* that Adriana Jones, the Responsible Person for Health and Safety, had attended the Parish Hall on Sunday, 6 September 2015, to complete both a Fire Risk Assessment and a General Risk Assessment on the premises. A copy of both of these documents were attached to the agenda. The Responsible Person informed Members that the Committee, Parish Council and Clerk had a legal responsibility to ensure that Health and Safety guidance is fully complied with. The Responsible Person stated that the Committee were being asked to read through the documents provided and decide whether or not they wished to go ahead with the recommendations. All Members *AGREED* to assess the documents and confirm the necessary actions.

Members **NOTED** that the Caretaker had been given a copy of the Health and Safety Manual, an additional copy of which was placed in the labelled cupboard located in the kitchen, for all hall users.

Members **NOTED** that a full asbestos survey was completed in November 2012 and that a system is in place for any contractor completing works in the hall to sign the asbestos register. Members were asked to consider erecting warning signs where asbestos is present, advising that it should not be disturbed. The presence of asbestos inside the hall building was disputed by Members and no agreement to erect warning signs was made.

Members were asked by the Responsible Person to review the contents of the Fire Risk Assessment. Mr Cooper queried the action to clear the fire exit route in the extension area, stating that this was not a fire exit and therefore there was no need to remove the stacked chairs. The Responsible Person stated that if these doors are not fire exit doors, then the signs stating that they are need to be removed. Members **AGREED** that the signs would be removed.

The Clerk to the Council informed Members that she had contacted both Epping Forest District Council and the Limes Centre, with regard to their Health and Safety policies. The Clerk had also taken advice on the preparation and storage of food and stated that a notice would be placed on the wall in the kitchen advising best practice. The Responsible Person advised that coloured chopping boards had been purchased and would be stored in the kitchen for hall hirers to use.

Members **AGREED** to adopt the following documents:-

- Parish Hall at Thornwood Health and Safety Policy October 2015
- Hire of the Parish Hall at Thornwood Common Booking Terms and Conditions (Update September 2015).

Members **AGREED** that these documents would be reviewed once a year.

The Clerk to the Council **REMINDED** Members that the Health and Safety Policy is only relevant to the Parish Hall and should not be used elsewhere. If someone requires guidance with the completion of a Health and Safety Policy, the Clerk would be happy to assist.

The Clerk to the Council and the Responsible Person for Health and Safety left the meeting.

PH.058 REPAIRS AND IMPROVEMENTS TO THE HALL

Councillor Hawkins reported that a donation had been received from Jonen's, in return for the use of five car parking spaces.

**Adriana Jones returned to the meeting with a copy of the Parish Hall's Asbestos Survey, which she passed to the Meeting Clerk, then left the meeting.*

The Meeting Clerk read an extract from the Asbestos Survey (completed in November 2012) which confirmed that the premises did contain asbestos, stating that it was recorded as Very Low/Low risk. Members **NOTED** that there was asbestos in the ceiling and Mr Cooper

raised a concern about putting up the Christmas decorations with pins. The Meeting Clerk reiterated that, as per the Asbestos Survey, provided the asbestos was not disturbed, hall users were at very low risk and it should be reminded that the Booking Terms and Conditions clearly state that hall hirers are not permitted to affix anything to the walls to avoid damage.

PH.059 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members **NOTED** that an advert had been placed in the November issue of North Weald Village Life, promoting future events to be held in the Parish Hall.

PH.060 CHAIRMAN'S REPORT

No report.

PH.061 FUTURE FUNDRAISING EVENTS

- a) Quiz Night – Friday, 20 November 2015. Mrs Davis reported that there were still places available. Hall hire is provided free of charge, however, Mrs Davis would be arranging for payment of the liability insurance.
- b) Ploughman's Lunch – Sunday, 22 November 2015. Members were reminded that the cost was £5.00 per ticket, the hall would be open from 12pm to 4pm and there would be a licensed bar available.
- c) Christmas Event – Sunday, 6 December 2015. Mrs Hawkins confirmed that arrangements were in hand.

PH.062 NEW YEAR SHUTDOWN PERIOD

At the Committee Meeting held on 14 May 2015, Members had agreed that the hall would re-open on Monday, 11 January 2016, following the shutdown period over the New Year. Members were advised that the Booking Secretary had received a number of enquiries regarding hall availability during the shutdown period. Members noted that no improvement works were planned and, in light of this, were asked to consider whether or not the hall should remain open to potential hirers. Members were advised that North Weald Village Hall would not be available for hire during the first two weeks of January, due to building works being carried out.

The caretaker mentioned that the boiler would need de-scaling, stating that this was normally carried out during the shutdown period and takes a maximum of two days, however, there were no other works which required closure of the hall. Following discussion, Members **AGREED** that the hall would remain open. Mr Cooper and Mrs Foster asked the Committee if their clubs could now reopen on the 6th January 2016, to which the Booking Secretary confirmed that they could.

PH.063 OTHER REPORTS

a) Regular Hall Hirers

- Epping Spiritualist Church – no report.
- Mums and Tots – no report.
- Flower Club – Mrs Shelley had asked that the Meeting Clerk pass on the Flower Club's thanks to Mrs Hawkins and Mrs Abbott for the provision of a cupboard in the kitchen.

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COMMON MANAGEMENT COMMITTEE

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- Harlow Bowmen – no report.
- Thornwood Seniors – no report.

b) Booking Secretary Report

November is fairly quiet. There was a child’s party on the 1st, with regular bookings during the week. Friday, 20th we have the Quiz Night and on the 22nd, the Ploughman’s Lunch. On the 23rd the National Child Birth Trust is booked and they have booked another five sessions, in addition to two bookings for the New Year. There is a child’s party on the 28th November and the Christmas decorations will be going up on Sunday, 29th November, in the morning. In December we have something booked in everyday. The first week is the Seniors Christmas Dinner, on the 5th a child’s party then on the 6th the carol service. The following Sunday the over 50’s youth club have their Christmas dinner. The week starting the 14th there are bookings every day, with a child’s party that weekend. On Christmas Day there is the dinner for people who live alone.

c) Caretakers Report

The Caretaker reported that there was a small leak under the first hand basin in the men’s toilet. The caretaker is going to try and seal it with silicone and will report back at the next Committee Meeting.

The Caretaker mentioned the car park and reported that an increased number of notices requesting car owners not to park in the car park had needed to be issued. Mrs Davis asked if it was ok for allotment holders to still use the car park. Councillor Hawkins confirmed that it was. Mrs Smith asked if Thornwood Seniors could still use the car park when they meet to go on their day trips, again Councillor Hawkins confirmed that they could as they are regular hall hirers.

Councillor Hawkins stated that, with regard to the Jonen’s cars, they should all display a parking permit, printed on the Parish Council’s headed paper, detailing the registration number of the car. Mrs Hawkins reminded Members that the hall needs the funds donated for the use of the car parking spaces.

d) Financial – no report.

PH.064 OTHER URGENT BUSINESS

Councillor Hawkins mentioned the possibility of storing a wheelchair in the hall and stated that if anyone was aware of one not being used and the owner wished to recycle it, to let Mrs Hawkins know.

Meeting closed: 8.30pm

Signed

Chairman

Date