



# **NORTH WEALD BASSETT**

## **PARISH COUNCIL**

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*Clerk to the Council*  
Susan De Luca

4 July 2014

### **TO: MEMBERS OF THE THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE**

You are hereby invited to attend a meeting of the **THORNWOOD COMMON VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE** which will be held on **Thursday, 10 July 2014**, in the **Thornwood Common Village Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

**Clerk**

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## **AGENDA**

- 1. APOLOGIES FOR ABSENCE**   
To **RECEIVE** any apologies for absence.
- 2. OTHER ABSENCES**  
To **NOTE** any absences for which no apology has been received.
- 3.  CONFIRMATION OF MINUTES**   
To **APPROVE**, as a correct record, the Minutes of this Committee meeting held on 5<sup>th</sup> June 2014.
- 4. DECLARATIONS OF INTEREST**   
To **RECEIVE** any Declarations of Interest by Members.  
*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.*
- 5. QUESTIONS FROM MEMBERS OF THE PUBLIC**  
To **RECEIVE** any questions made by members of the public.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes, or such other period determined by the Chairman of the meeting.*

**6. REPAIRS AND IMPROVEMENTS TO THE HALL/CAR PARK**

- Three new signs have been purchased and installed above the entrance to the toilets.
- The Chairman has replaced the stripping underneath the hatch between the hall and the kitchen.
- The Caretaker has reported that the urinals are not flushing.

**7. HEALTH AND SAFETY LEGISLATION AND VILLAGE HALLS**

An update will be given at the meeting.

**8. QUIZ NIGHT**

An update will be given at the meeting.

**9. THORNWOOD FESTIVAL – 29 JUNE 2014**

An update on the event will be given at the meeting.

**10.  CLERKS UPDATE AND COMMUNICATIONS REPORT**

- A copy of the RCCE Village Halls and Community Buildings Update (June 2014) is attached to this agenda.
- Details have now been obtained regarding income/expenditure for the halls located within the parish. Copies of the reports received are attached to this agenda, together with details of income and expenditure for Thornwood Common Village Hall.

**11. CHAIRMAN'S REPORT**

To **RECEIVE** a brief report from the Chairman on other matters appertaining to the Committee.

**12. OTHER REPORTS**

a) To **RECEIVE** a report of any issues or concerns from the regular hall hirers

- Epping Spiritualist Church
- Mums and Tots
- Flower Club
- Harlow Bowmen
- Thornwood Seniors

b) Bookings Secretary Report

To **RECEIVE** a report relating to the hire of the hall.

c) Caretakers Report

To **RECEIVE** a report relating to the housekeeping of the hall.

d) Financial 

To **RECEIVE** a report relating to any financial matters attributable to this Committee.

- A cheque list for June 2014 will be made available at the meeting.

- Members are asked to **NOTE** that the Finance and Administrative Officer is currently disputing a bill received from Affinity Water (the bill period is for the winter months and is double for the same period of time compared with bills received for the previous seven years). Affinity Water has been asked to investigate this matter further. The Caretaker has taken a meter reading overnight, ruling out the possibility of a leak. At the time of preparing this agenda, a response was still awaited from Affinity Water.

In order to differentiate between the water bill for the hall and Thornwood Allotment site, Members are asked to **CONSIDER** the possibility of having a separate water meter installed for Thornwood Allotments.

### **13. OTHER URGENT BUSINESS**

To **NOTE** any matter of an urgent nature which a Member or the Clerk may wish to draw to the attention of the committee and or request to be included in the Agenda for the next meeting of the Parish Council or this Committee.