



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

30 October 2015

TO: MEMBERS OF THE PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 5th November 2015**, in the **Parish Hall**, at **7.15 pm** to transact the business shown in the Agenda below.

Clerk

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 1st October 2015.

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.  **HEALTH AND SAFETY** 

On Sunday 6th September 2015, the Responsible Person for Health and Safety (Adriana Jones) completed both a fire Risk Assessment, and a General Risk Assessment of the Parish Hall at Thornwood. A copy of both these documents are attached to the agenda. There are a number of Actions as a result of these two risk Assessments. Each Action has a completion date and person responsible ensuring it is completed. Items in Red are outstanding, items in Yellow are in progress, and items in Green have been completed. Committee Members are asked to **NOTE** the content of both Risk Assessments, and **AGREE** the necessary Actions. Committee members are also asked to **AGREE** the draft Health and Safety Policy for the Village Hall, as well as the amendments to the Booking Terms and Conditions. The Responsible Person will attend the meeting to discuss the findings of the Risk Assessment.

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

Nothing to report at time of preparing Agenda.

8. **CLERKS UPDATE AND COMMUNICATIONS REPORT**

- Members are asked to **NOTE** that an advert promoting forthcoming events was placed in the November issue of North Weald Village Life Magazine.

9. **CHAIRMAN'S REPORT**

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

10. **FUTURE FUNDRAISING EVENTS**

Updates on the following events to be given at the meeting:-

- Quiz Night – Friday, 20 November 2015
- Ploughmans Lunch – Sunday, 22 November 2015
- Christmas Event – Sunday, 6 December 2015

11. **NEW YEAR SHUTDOWN PERIOD** 

At the Committee Meeting held on 14 May 2015, Members agreed that the hall would re-open on Monday, 11 January 2016, following the shutdown period. The Booking Secretary has received a number of enquiries regarding hall availability during the shutdown period. As there are no improvement works planned, Members are asked to **CONSIDER** whether or not the hall should remain open to potential hirers. Members are advised that North Weald Village Hall is not available for hire during the first two weekends of January, due to building works being carried out.

13. **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.

14. 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.