



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

16th April 2018

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

PLEASE NOTE THE TIME OF THIS MEETING

You are hereby summoned to attend the **MEETING** of the **PARISH HALL AT THORNWOOD COMMON MANAGEMENT COMMITTEE** which will be held on **Thursday, 19th April 2018**, in the **Parish Hall**, at **7.00pm** 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 the Meeting of the Parish Hall Management Committee held on 8th March 2018, attached at **APPENDIX 1**.

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. If it is a Pecuniary Interest, the Member with the Interest MUST leave the Room for the duration of the Discussion.

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 UPDATE 

a) **Visual check of Fire Exit route in extension** – Members to undertake a visual check of the exit route.

b) **Emergency Lighting / Electrical Testing Report**

Members are asked to **NOTE** that the works required for the Emergency Lighting have now been completed. A date for completion of the remedial works required, as highlighted in the Electrical Testing Report, is to be arranged.

7. CAR PARK

Following the Management Committee Meeting held on 8th March 2018, it was agreed that an item regarding the Car Park would be placed on the next Parish Council Meeting Agenda for Parish Councillors to agree how best to move forward. With this in mind, a verbal report regarding the decision made will be given at the meeting.

8. FAULTY HEATER

The panel heater situated at the far end of the corridor next to the Parish Council's storage room is not working.

9. FUTURE FUNDRAISING TOWARDS THE UPKEEP OF THE PARISH HALL

As agreed at the previous Committee Meeting, ideas regarding future fundraising events would be discussed at this meeting.

10. SALE OF OLD CHAIRS

As discussed at the previous Committee Meeting, an update regarding the sale of the old chairs is required.

11. CLERKS UPDATE AND COMMUNICATIONS REPORT

12. CHAIRMAN'S REPORT

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

13. OTHER REPORTS

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

- 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 Report 

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

Fixed Price Electricity Plan – E.ON

As agreed by Members at the previous Committee Meeting, the Parish Council's Principal Financial Officer has confirmed a Fixed Price Electricity Plan for a further year. The contract will expire in May 2019.

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.

Members are **REMINDED** that the next Committee Meeting is scheduled to be held on **Thursday, 7th June 2018.**