

ARDLEIGH VILLAGE HALL



To: Members of Ardleigh Parish Council

**You are hereby summoned to attend the Meeting of the Trustees of Ardleigh Village Hall
(Ardleigh Parish Council is the sole Trustee of Ardleigh Village Hall)
to be held on Monday 11 November 2019 following the Parish Council meeting for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 9 November 2019

Rachel Fletcher

- VH19/061 Chairman's Welcome**
- VH19/062 Apologies and reasons for absence**
- VH19/063 Declaration of Interests - to receive interests relating to items on the agenda**
- VH19/064 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 14 October 2019.
- VH19/065 Maintenance and Development**
- VH19/65.1 To update on progress towards planned development and refurbishment work including confirming details of GCG Environment Trust grant, reviewing quotes received to date, considering drawings and options for new accessible toilet. (See attachments).
- VH19/65.2 To note delays in fitting fully ventilated steel door to boiler room.
- VH19/65.3 To identify work which could be added to village handyman's work plan.
- VH19/066 Health and Safety, including Fire Safety**
- VH19/66.1 To note completion of Fire Safety Inspection- report expected by 25 November.
- VH19/66.2 To consider conducting a risk assessment using the HSE village halls checklist <http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>. To confirm who should be involved and/or consider areas where further professional input, support or training may be required.
- VH19/067 Village Hall Finance and Staffing**
- VH19/67.1 To receive the financial report on Village Hall accounts as at 31 October 2019 (See attachment).
- VH19/67.2 To agree and authorise the invoices to be paid. (See attachment- sent with Ardleigh Parish Council papers).
- VH19/67.3 To consider reviewing the terms and conditions and job description of the Booking Clerk/ Cleaner to ensure that they reflect the current responsibilities and scope of the role.
- VH19/068 Village Hall Bookings and operations**
- VH19/68.1 To discuss the potential pros and cons of introducing an online booking and invoicing system. Clerk to be asked to explore options in conjunction with Bookings Clerk.
- VH19/68.2 To note recent double booking of the Hall and agree whether to cover additional expenses of displaced party.
- VH19/069 Meeting Closure & Date of Next Meeting**
Date of next meeting Monday 9 December 2019.