

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 13 January 2020, immediately after the Parish Council meeting, for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 9 January 2020

Rachel Fletcher

- VH20/01 Chairman's Welcome**
- VH20/02 Apologies and reasons for absence**
- VH20/03 Declaration of Interests - to receive interests relating to items on the agenda**
- VH20/04 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 9 December 2019. (see attachment)
- VH20/05 Maintenance and Development**
 - VH20/05.1 To update on progress towards planned development and refurbishment project funded by GCG Environment Trust and any other maintenance work completed or planned.
- VH20/06 Health and Safety, including Fire Safety**
 - VH20/06.1 To update on risk assessments and any actions required.
- VH20/07 Village Hall Finance and Staffing**
 - VH20/07.1 To receive the financial report on Village Hall accounts as at 31 December 2019 (see attachment). To note that some payments for Ardleigh Parish Council were made from the village hall bank account and vice versa in December while waiting for new mandate to be established.
 - VH20/07.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
 - VH20/07.3 To update on review of terms and conditions and job description of the Booking Clerk/ Cleaner.
 - VH20/07.4 To note and consider insurance quote and terms from Allied Westminster for renewal of Village Hall insurance- due 9 February 2020 and PPL/ PRS review form received for music licencing.
 - VH20/07.5 To consider reimbursing/ crediting Ardleigh Pre-School with additional fees received as a result of general election displacing them on 12 December 2019. The difference between usual daily charge to Pre-School and amount received is £141.70 (fee received- £193.20).
- VH20/08 Village Hall Bookings and operations**
 - VH20/08.1 To provide verbal updates on feedback from hirers about maintenance work and updates on hall bookings including online booking software.
- VH20/09 Meeting Closure & Date of Next Meeting**
Date of next meeting Monday 10 February 2020.