

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 9 December 2019, immediately after the Parish Council meeting, for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 7 December 2019

Rachel Fletcher

- VH19/070 Chairman's Welcome**
- VH19/071 Apologies and reasons for absence**
- VH19/072 Declaration of Interests - to receive interests relating to items on the agenda**
- VH19/073 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 11 November 2019. (see attachment)
- VH19/074 Maintenance and Development**
 - VH19/74.1** To update on progress towards planned development and refurbishment project funded by GCG Environment Trust and any other maintenance work planned.
- VH19/075 Health and Safety, including Fire Safety**
 - VH19/75.1** To note and agree Fire Safety Inspection together with any actions required. (see attachment)
 - VH19/75.2** To update on risk assessments and any actions required.
- VH19/076 Village Hall Finance and Staffing**
 - VH19/76.1** To receive the financial report on Village Hall accounts as at 30 November 2019 (See attachment).
 - VH19/76.2** To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
 - VH19/76.3** To update on terms and conditions and job description of the Booking Clerk/ Cleaner- review agreed at the last meeting. To agree to pay a Christmas bonus of £100 to the Booking Clerk pending the outcome of the review.
 - VH19/76.4** To note that budget for 2020-21 will be prepared for February 2020 meeting including proposed hire charges.
 - VH19/76.5** To note completion of, and findings from, Annual Return verification report for the year ended 31st March 2019 to be used for Charity Commission returns for Village Hall and Recreation Ground (see attachment)
- VH19/077 Village Hall Bookings and operations**
 - VH19/77.1** To provide verbal update on Hall bookings including online booking software.
 - VH19/77.2** To consider implications for regular or other hirers of planned maintenance work
- VH19/078 Meeting Closure & Date of Next Meeting- followed by festive refreshments**
Date of next meeting Monday 13 January 2020.