

# 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 12<sup>th</sup> September 2019 purpose of transacting the business as set out in the Agenda**

Karen Thompson - Clerk

Dated 4/9/2019

A handwritten signature in black ink, appearing to read 'Karen Thompson'.

- VH19/046 Chairman's Welcome and noting of a new Clerk appointment**
- VH19/047 Apologies and reasons for absence**
- VH19/048 Declaration of Interests - to receive interests relating to items on the agenda.**
- VH19/049 Minutes**  
To agree the accuracy of the Ardleigh Village Hall Minutes of the 12<sup>th</sup> August 2019.
- VH19/050 Regular Hirers**  
To note that the regular hirers of the Village Hall have been notified on the CCTV installation and directed to the CCTV policy and procedures.
- VH19/051 Maintenance**
  - VH19/51.1** To note the purchase of a water temperature testing kit to carry out the monthly legionella health and safety checks.
  - VH19/51.2** To note that Blueflame when serving the boiler required additional ventilation in the door in order to allow the boiler to be turned on. A new fully ventilated steel door has been ordered.
- VH19/052 Village Hall Finance**
  - VH19/52.1** To receive financial report on Village Hall accounts as at the 31 July 2019 (See attachment).
  - VH19/52.2** To agree and authorise the invoices to be paid. (See attachment).
- VH19/053 Meeting Closure & Date of Next Meeting**  
Date of next meeting is Monday 14<sup>th</sup> October 2019.