



**MINUTES OF THE MEETING OF THE TRUSTEES OF ARDLEIGH VILLAGE HALL
HELD ON 12 FEBRUARY 2018 AT THE VILLAGE HALL**

- PRESENT:** Cllr Barrott (Chair),
Cllr's Thompson, Halsey, Scott-Barrett, Chase-Gardener, Marshall, Andrews, Talbot, and Fryer.
Clerk - Karen Thompson
- VH18/07 Apologies and reasons for absence**
Cllr's Smith and Partridge sent apologies.
- VH18/08 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**
None declared.
- VH18/09 Minutes of the last meeting of the Village Hall Trustees held on 8 January 2018.**
The Council agreed the draft minutes were a true and accurate account of the proceedings.
- VH18/010 Village Hall**
- VH18/10.1 To receive reports and consider any decisions on expenditure.**
None reported.
- VH18/10.2 To update the Trustees on the project to improve the outside area for pre-school play including an understanding of what, of the original specification, will and won't be delivered. To also agree the amount for the parish council, as Village Hall Sole Trustee, to apply for from the GCG Trust.**
These are in hand with a base for a new shed in place. The concrete repairs and new shed will be installed shortly.
- VH18/10.3 To receive an update on the planning stage for new outside accessible toilets.**
No action on this point and will be carried forward to the next meeting.
- VH18/10.4 To agree the renewal of Village Hall Insurance with Allied Westminster.**
This was agreed.
- VH18/10.5 To consider a rate of pay increase, for April 2018, for the cleaner/bookings clerk of 1% in line with the current pay cap for public sector workers. Councils can deviate from the 1% if they have the funds to do so. A 1% increase would cost £4.01 per calendar month. It was agreed that a rise in line with the CPI rate applicable in Sep 17 would be approved.**
- VH18/10.6 To consider purchasing the legal pack and model terms and conditioners for hirers from RCCE for £35.00. This includes the requirements for bouncy castles, adult to child ratios, transfer of liability to hirers in a legally tested document.**
This was agreed and it would be compared to the current hirers conditions so that we lose nothing in transferring.
- VH18/011 Village Hall Financial Report**
- VH18/11.1 To receive financial report on Village Hall accounts as at the 31 January 2018.**
The financial report was received with no comments raised. It was confirmed that the Trustees require the clerk to become a signatory on the Village Hall bank accounts with Santander so that electronic banking can be undertaken by the clerk. This decision was

originally minuted for the Parish Council accounts but was originally omitted for the village hall accounts. This minutes confirms the Trustees requirement to allow the clerk, Karen Thompson, to be a signatory to the village hall Santander accounts and permit her to undertake electronic/on-line banking.

VH18/11.2 To agree and authorise the invoices to be paid.

The following were approved for payment:

Bookings & Cleaning – June	£ 401.10
Anglian Water	£ 61.78
A to z supplies.....	£ 125.47
Insurance (Allied Westminster)	£ 2139.94
Legal pack for standard terms and conditions	£ 35.00
For hirers	

VH18/11.3 To progress the verification documents for the authorised signatories to the Blackrock unit share holdings.

This is progressing.

VH18/012 Meeting Closure & Date of Next Meeting

Monday 12 March 2018.

Signed by Meeting Chair on