

ARDLEIGH VILLAGE HALL



Minutes of the Meeting of the Trustees of Ardleigh Village Hall held on Monday 14 October 2019

- PRESENT:** Cllr Barrott (Chair),
Cllr's Bolingbroke, Chase-Gardener, Fontaine, Marshall, Mason, Talbot, Thompson, Whitfield
Clerk – Rachel Fletcher
- VH19/054 Chairman's Welcome**
All members were welcomed to the meeting,
- VH19/055 Apologies and reasons for absence**
Cllr Culham had sent apologies.
- VH19/056 Declaration of Interests - to receive interests relating to items on the agenda.**
None declared.
- VH19/057 Minutes**
The Minutes of the meeting of Ardleigh Village Hall on 9 September 2019 were agreed as an accurate record.
- VH19/058 Maintenance and Development**
- VH19/58.1** EJ Fire were authorised to conduct a PAS 79 Risk Assessment at a cost of £380 plus VAT.
- VH19/58.2** It was noted that a new fully ventilated steel door for the boiler room was due to be fitted by Dove Doors on 18 October 2019.
- VH19/58.3** The planned development work, which would be grant funded by GCG Environment Trust, was discussed. It was agreed that Cllr Talbot would contact At Design Stage who had prepared drawings for Bromley Cross accessible toilet.
- A summary of the original proposals from the grant application would be provided and quotes collated before the next meeting. Ideally the work would include an accessible toilet which could be used by members of the public whether or not the Hall was in use.
- VH19/059 Village Hall Finance**
- VH19/59.1** The financial report on Village Hall accounts as at the 30 September was noted with a small loss being forecast for the year of £174 and bank balances held totalling £16,904.
- VH19/59.2** The following invoices were approved for payment.
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|----------------------------------------|---------|
| Cleaning and bookings Pay | £422.23 |
| Locksmith- Fix a Lock | £110.00 |
| Radiators x2 | £73.98 |
| Superfine Boiler room door preparation | £57.50 |
- VH19/59.3** It was **resolved** to change the banking mandates and electronic banking authorisation for Ardleigh Village hall bank accounts to reflect the change of Clerk/Responsible Financial Officer (RFO) to give Rachel Fletcher access to online banking for the relevant accounts.
- VH19/060 Meeting Closure & Date of Next Meeting**
Date of next meeting is Monday 11 November 2019.