

ARDLEIGH VILLAGE HALL



Minutes of the Meeting of the Trustees of Ardleigh Village Hall held on Monday 9 December 2019

- PRESENT:** Cllr Barrott (Chair),
Cllr's Bolingbroke, Fontaine, Marshall, Mason, Talbot, Thompson, Whitfield
Clerk – Rachel Fletcher
- VH19/070 Chairman's Welcome**
All members were welcomed to the meeting
- VH19/071 Apologies and reasons for absence**
Cllr Chase-Gardener had sent apologies.
- VH19/072 Declaration of Interests - to receive interests relating to items on the agenda.**
None declared.
- VH19/073 Minutes**
The Minutes of the meeting of Ardleigh Village Hall on 11 November 2019 were agreed as an accurate record.
- VH19/074 Maintenance and Development**
- VH19/74.1 An update was given on planned development and refurbishment work funded by a grant from GCG Environment Trust. Plans were progressing with detailed specification prepared for building work for the new accessible toilet and a planning application in preparation. It was agreed to replace all doors at the same time. Some quotes had been obtained for work to repair roof, upgrade flooring and improve emergency lighting/ alarms. Work would be booked in as early as possible from January and hirers notified of potential disruption. The terms of the grant required that work be completed by 31 March 2020.
- VH19/075 Health and Safety, including Fire Safety**
- VH19/75.1 The meeting received and accepted the Fire Safety Inspection report and considered the recommendations arising from it. Discussion included notifying hirers of responsibilities relating to use of personal electrical equipment and fire drills, and ensuring that items in storage did not pose a fire risk. Upgrades to emergency lighting and alarms and signage would be incorporated in to planned maintenance work (see VH19/74.1 above). The booking clerk could be asked to undertake testing of emergency lighting and routine Fire Safety checks in liaison with relevant Councillors and/or the Clerk.
- VH19/75.2 It was agreed that Cllrs Marshall, Talbot and Thompson would go through the village halls health and safety checklist (previously circulated) and report back.
- VH19/076 Village Hall Finance and Staffing**
- VH19/76.1 The financial report on Village Hall accounts as at 30 November was noted.
- VH19/76.2 The following invoices were approved for payment.
- | | |
|--------------------------|---------|
| Bookings & Cleaning | £622.23 |
| Wave | £74.40 |
| Toilet seat/ expenses | £23.40 |
| RCCE verification report | £78.00 |
| Dehum | £564.00 |
| AtoZ Supplies | £83.99 |
| AtoZ Supplies | £115.72 |
- VH19/76.3 The review of terms and conditions of the Booking Clerk was underway and a proposal would be brought to a future meeting. It was agreed to pay a Christmas bonus of £200 to the Booking Clerk pending the outcome of the review.
- VH19/76.4 It was noted that the budget for 2020-21 would be prepared for February 2020 meeting

including proposed hire charges.

VH19/76.5 The findings from the Annual Return verification report for the year ended 31 March 2019 were noted. The report formed part of the statutory Charity Commission returns for Village Hall and Recreation Ground.

VH19/077 Village Hall Bookings and operations

VH19/77.1 A verbal update on Hall bookings was including online booking software, there was no recommendation at this stage.

VH19/77.2 It was noted that there were potential implications for regular or other hirers of planned maintenance work but that once the work was completed the facilities would be more user friendly, including better access to toilet facilities for users of the committee room.

VH19/078 Meeting Closure & Date of Next Meeting

Date of next meeting Monday 13 January 2019.