

# ARDLEIGH VILLAGE HALL



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

- PRESENT:** Cllr Barrott (Chair),  
Cllr's Bolingbroke, Fontaine, Marshall, Mason, Talbot and Thompson  
Clerk - Karen Thompson
- VH19/046 Chairman's Welcome and noting of a new Clerk appointment**  
The appointment of Rachel Fletcher as the new clerk to the Trustees was noted
- VH19/047 Apologies and reasons for absence**  
Cllr Chase-Gardener, Culham and Whitfield had sent apologies.
- VH19/048 Declaration of Interests - to receive interests relating to items on the agenda.**  
None declared.
- VH19/049 Minutes**  
**To agree the accuracy of the Ardleigh Village Hall Minutes of the 12<sup>th</sup> August 2019.**  
These were agreed.
- 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.**  
This was noted. The Chair also reported that the recording in the Committee Room was turned off as the room is sometimes used for children changing.
- 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.**  
This was noted.
- 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.**  
This was noted.
- VH19/052 Village Hall Finance**  
**VH19/52.1 To receive financial report on Village Hall accounts as at the 31 July 2019.**  
The financial report was noted as a small loss being forecast for the year of £174 and bank balances held totalling £15,063.
- VH19/52.1 To agree and authorise the invoices to be paid.**  
The following invoices were approved for payment.
- |   |         |
|---|---------|
| Cleaning Pay                              | £422.23 |
| Water temperature testing kit             | £121.19 |
| Wave – water                              | £149.03 |
| Chubb fire extinguisher service and parts | £77.98  |
- VH19/053 Meeting Closure & Date of Next Meeting**  
Date of next meeting is Monday 14<sup>th</sup> October 2019.