

ARDLEIGH VILLAGE HALL



Minutes of the Meeting of the Trustees of Ardleigh Village Hall held on Monday 13 January 2020

- PRESENT:** Cllr Barrott (Chair), Cllrs Bolingbroke, Chase-Gardener Fontaine, Marshall, Mason, Talbot, Thompson, Clerk – Rachel Fletcher
- VH20/01 Chairman's Welcome**
All members were welcomed to the meeting
- VH20/02 Apologies and reasons for absence**
Cllr Whitfield had sent apologies.
- VH20/03 Declaration of Interests - to receive interests relating to items on the agenda.**
None declared.
- VH20/04 Minutes**
The Minutes of the meeting of Ardleigh Village Hall on 9 December 2019 were approved.
- VH20/05 Maintenance and Development**
VH20/05.1 Updates on the refurbishment project funded by GCG Environment Trust were discussed, it was noted that tenders and quotes had been invited for building work and for doors, floors and lighting. Plumbing work and some other maintenance had begun over the Christmas period. A drains survey had concluded that there was insufficient fall from the main entrance to the sewer and it would therefore be impractical to site the new accessible toilet at the main entrance- an alternative plan to upgrade the existing referees changing area to form an accessible toilet would be developed. Some damage to the sewer and blocked surface water drains had also been identified during the survey and would need to be rectified.
- VH20/06 Health and Safety, including Fire Safety**
VH20/06.1 Cllrs Marshall, Talbot and Thompson would go through the village halls health and safety checklist. It was noted that improvement works to the car park were likely to be desirable.
- VH20/07 Village Hall Finance and Staffing**
VH20/07.1 The financial report on Village Hall accounts as at 31 December 2019 was noted. Some payments for Ardleigh Parish Council were made from the village hall bank account, and vice versa, in December while waiting for new mandate these would be corrected before the next financial reports were produced.
- VH20/07.2 The following invoices/ payments were authorised.
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| Bookings & Cleaning | £422.23 |
| Affinity for Business (water) | £122.54 |
| Allied Westminster Insurance | £1,845.06 |
| Paul Wareing (plumbing- boiler room door) | £112.32 |
- VH20/07.3 The review of terms and conditions and job description of the Booking Clerk/ Cleaner would be considered at the February meeting. It was noted that the recent Fire Risk Assessment had recommended that all staff receive Fire Safety training.
- VH20/07.4 The quote and terms from Allied Westminster for renewal of Village Hall insurance were agreed and the PPL/ PRS review form for music licencing noted.
- VH20/07.5 It was agreed to credit Ardleigh Pre-School with £141.70 representing the additional fees received as a result of general election displacing them on 12 December 2019.
- VH20/08 Village Hall Bookings and operations**
VH20/08.1 A verbal update was given. Feedback from hirers about maintenance work had been generally positive
- VH20/09 Meeting Closure & Date of Next Meeting**
Date of next meeting Monday 10 February 2020.