

ARDLEIGH VILLAGE HALL



Minutes of the Meeting of the Trustees of Ardleigh Village Hall held on Monday 9 March 2020

- PRESENT:** Cllr Barrott (Chair),
Cllrs Bolingbroke, Fontaine, Marshall, Mason, Talbot, Whitfield.
Clerk – Rachel Fletcher
- VH20/019 Chairman's Welcome**
All members were welcomed to the meeting
- VH20/020 Apologies and reasons for absence**
Cllrs Chase-Gardener and Thompson had sent apologies.
- VH20/021 Declaration of Interests - to receive interests relating to items on the agenda.**
None declared.
- VH20/022 Minutes**
The Minutes of the meeting of Ardleigh Village Hall on 10 February 2020 were approved.
- VH20/023 Maintenance and Development**
VH20/23.1 Updates on the refurbishment project funded by GCG Environment Trust were discussed, with a written update provided in advance by Cllr Thompson. Most of the work had been undertaken over the February half term, but there were outstanding tasks including some painting and work to the external accessible toilet. It was expected that all work would be completed, paid for and GCG Environment Trust grant funds reimbursed to the Council by the end of March.
- It was agreed to ask the Handyman and Caretaker to check tables and chairs to ensure that they were in good order and would not scratch or otherwise damage the new floor, to arrange for repairs and/or to make a case for replacement if required.
- VH20/024 Health and Safety, including Fire Safety**
VH20/24.1 It was confirmed that actions had been completed including a new fire alarm system recommended in the Fire Risk Assessment. It was agreed that servicing and maintenance of the fire extinguishers should be undertaken by E & J Fire and Security and that a further Fire Risk Assessment/check should be booked once the development work was completed.
- A meeting had taken place with representatives of Ardleigh Pre-School to discuss findings from the Fire Safety report including the need for clearance around doors and ceiling in their allocated store cupboard.
- VH20/025 Village Hall Finance and Staffing**
VH20/25.1 The financial report on Village Hall accounts as at 29 February 2020 was noted. It was noted that interest of around £2000 was wrongly reported and would be corrected in year-end balances to show as investment growth rather than interest.
- VH20/25.2 The following invoices/ payments were authorised, including reimbursement to Ardleigh Parish Council of monthly basic salary payments.
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| Bookings & Cleaning | £594.31 |
| Wave Water | £74.08 |
| Affinity Water | Amount tbc |
| Mistley Computers | £299.99 |
| A-Z supplies | £219.94 |
| Floor cleaning products- reimburse Clerk | £92.95 |
- VH20/25.3 It was confirmed that Direct Debits were already in place for Opus Energy (Gas and Electricity) bOnline (Broadband), Wave Water. It was **resolved** that all utility bills and other similar regular payments should be paid by Direct Debit, where possible, and the Clerk was authorised to set these up in consultation with the Chairman/ other signatories if required.

VH20/026 Village Hall Bookings and operations

VH20/26.1 A verbal update was given- the trial period of Hallmaster booking and invoicing software had started and work was underway to enter details of bookings in order to check the functionality of the system.

VH20/26.2 The position of whether to permit bouncy castles and similar inflatables could be used in the hall as part of bookings was discussed. It was noted that our insurance does not cover them and public liability cover would need to be in place for the company supplying the equipment and anyone supervising it. It was agreed to update the booking requirements, when the booking process is added to Hallmaster, to enable a declaration to be made by hirers and to require proof of public liability cover before confirming any future bookings.

VH20/027 Meeting Closure & Date of Next Meeting

Date of next meeting Monday 6 April 2020.