

ARDLEIGH VILLAGE HALL



To: Members of Ardleigh Parish Council

**You are hereby summoned to attend the Meeting of the Trustees of Ardleigh Village Hall
(Ardleigh Parish Council is the sole Trustee of Ardleigh Village Hall)
to be held on Monday 9 March 2020, immediately after the Parish Council meeting, for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 7 March 2020

Rachel Fletcher

- VH20/019 Chairman's Welcome**
- VH20/020 Apologies and reasons for absence**
- VH20/021 Declaration of Interests - to receive interests relating to items on the agenda**
- VH20/022 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 10 February 2020. (see attachment)
- VH20/023 Maintenance and Development**
VH20/23.1 To update on progress towards planned development and refurbishment project funded by GCG Environment Trust and any issues arising.
- VH20/024 Health and Safety, including Fire Safety**
VH20/24.1 To confirm actions completed from Fire Risk Assessment.

To update on other risk assessments and any actions required.
- VH20/025 Village Hall Finance and Staffing**
VH20/25.1 To receive the financial report on Village Hall accounts as at end February 2020 (see attachment).

VH20/25.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).

VH20/25.3 To confirm the bills which are paid by Direct Debit and identify any additions. To agree that basic salary payments should be made monthly as per contractual requirements.
- VH20/026 Village Hall Bookings and operations**
VH20/26.1 To provide verbal update on hall bookings including trial of Hallmaster online booking software.

To consider the position regarding use of bouncy castles in the Hall following advice from insurers that hirers would need their own cover.
- VH20/027 Meeting Closure & Date of Next Meeting**
Date of next meeting Monday 6 April 2020.