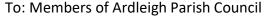
## ARDLEIGH VILLAGE HALL



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.