

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 13 July 2020, immediately after the Parish Council meeting, for the purpose of
transacting the business as set out in the Agenda**

Rachel Fletcher - Clerk
Dated 12 July 2020

Rachel Fletcher

- VH20/037 Chairman's Welcome**
- VH20/038 Apologies and reasons for absence**
- VH20/039 Declaration of Interests - to receive interests relating to items on the agenda**
- VH20/040 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 8 June 2020. (see attachment)
- VH20/041 Update on maintenance, closure and reopening of the Village Hall**
 - VH20/41.1 To update on developments since the last meeting, including fire on 7 July.
 - VH20/41.2 To receive an update from the task and finish group to work on detailed plans to reopen the Village Hall and ensure that operations are 'Covid-19 secure' and comply with all relevant guidance.
- VH20/042 Health and Safety, including Fire Safety**
To confirm Fire Risk Assessment/ review was completed. To confirm arrangements for water safety inspection. To update on other risk assessments and any actions required.
- VH20/043 Village Hall Finance and Staffing**
 - VH20/43.1 To receive the report on Village Hall accounts as at end June 2020 (see attachment).
 - VH20/43.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
- VH20/044 Village Hall Bookings and operations**
 - VH20/44.1 To confirm that all regular hirers will be contacted regarding future booking preferences and discuss next steps such as how clashes may be dealt with.
 - VH20/44.2 To confirm whether changes to terms and conditions of hire are necessary and agree a timetable for drafting such proposed updates (eg key holder policy, storage charges, 'Covid-19 secure' risk assessments, any changes to fee structure)
- VH20/045 Meeting Closure & Date of Next Meeting**
Date of next meeting scheduled Monday 10 August 2020.