

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

Rachel Fletcher - Clerk
Dated 07 August 2020

Rachel Fletcher

- VH20/046 Chairman's Welcome**
- VH20/047 Apologies and reasons for absence**
- VH20/048 Declaration of Interests - to receive interests relating to items on the agenda**
- VH20/049 Minutes**
To agree the accuracy of the Ardleigh Village Hall Minutes of 13 July 2020. (see attachment)
- VH20/050 Update on maintenance, closure and reopening of the Village Hall**
 - VH20/50.1 To update on developments since the last meeting, including prosecution and additional maintenance following the fire on 7 July.
 - VH20/50.2 To receive an update from the task and finish group on detailed plans to reopen the Village Hall and ensure that operations are 'Covid-19 secure' and comply with all relevant guidance. (see attachment)
- VH20/051 Health and Safety, including Fire Safety**
To confirm Fire Risk Assessment/ review was completed. To confirm water safety inspection was completed. To update on other risk assessments and any actions required.

To consider annual maintenance contract for Fire Alarm system (and CCTV)
- VH20/052 Village Hall Finance and Staffing**
 - VH20/52.1 To receive the report on Village Hall accounts as at end July 2020 (see attachment).
 - VH20/52.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
- VH20/053 Village Hall Bookings and operations**
 - VH20/53.1 To update on responses from regular regarding future booking preferences and discuss next steps such as how clashes may be dealt with.
 - VH20/53.2 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)
- VH20/054 Meeting Closure & Date of Next Meeting**
Date of next meeting scheduled Monday 14 September 2020.