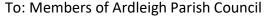
ARDLEIGH VILLAGE HALL



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 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.