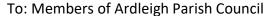
ARDLEIGH VILLAGE HALL



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 8 June 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 June 2020

Chairman's Welcome

Ardleigh Parish Council papers).

Village Hall Bookings and operations

Meeting Closure & Date of Next Meeting
Date of next meeting Monday 13 July 2020.

VH20/028

VH20/035

VH20/036

Rachel Fletcher

11.120, 020	Chairman's Welcome
VH20/029	Apologies and reasons for absence
VH20/030	Declaration of Interests - to receive interests relating to items on the agenda
VH20/031	Minutes To agree the accuracy of the Ardleigh Village Hall Minutes of 9 March 2020. (see attachment)
VH20/032 VH20/32.1	Update on maintenance, closure and reopening of the Village Hall To update on developments since the last meeting including closure of the Hall in light of coronavirus pandemic and government guidance on closure of public building
VH20/32.2	To establish task and finish group to work on detailed plans to reopen the Village Hall and ensure that operations are Covid secure and comply with all relevant guidance.
VH20/033	Health and Safety, including Fire Safety To confirm Fire Risk Assessment/ review is booked. To update on other risk assessments and any actions required.
VH20/034 VH20/34.1	Village Hall Finance and Staffing To receive the year-end report on Village Hall accounts as at end March 2020 (see attachment).
VH20/34.2	To receive monthly reports for April and May 2020 and updated budget/ projections for 2020-21 in light of closure of Hall. (see attachents)
VH20/34.3	To agree and authorise the invoices to be paid. (See attachment- normally sent with

To provide verbal update on hall bookings including Hallmaster online booking software.