

# 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 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

*Rachel Fletcher*

- VH20/028 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 Update on maintenance, closure and reopening of the Village Hall**
  - VH20/32.1 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 Village Hall Finance and Staffing**
  - VH20/34.1 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 attachments)
  - VH20/34.3 To agree and authorise the invoices to be paid. (See attachment- normally sent with Ardleigh Parish Council papers).
- VH20/035 Village Hall Bookings and operations**  
To provide verbal update on hall bookings including Hallmaster online booking software.
- VH20/036 Meeting Closure & Date of Next Meeting**  
Date of next meeting Monday 13 July 2020.