

ASHTON HAYES and HORTON-cum-PEEL ANNUAL GENERAL MEETING of the Parish Rooms Trustees

**Monday 10th June 2019 at 6.00pm.
In the Parish Room, West End, Ashton Hayes.**

AGENDA

- 1.** Apologies for Absence.
- 2.** Welcome and introductions.
- 3.** Review of minutes of last meeting held in January 2019.
- 4.** Review practical work and improvements undertaken since last meeting.
 - Boiler Service & Fitting of Thermostat
 - Door and Window locks fitted to comply with insurance requirements.
 - Keysafe fitted outside of Parish Rooms
 - Post box fitted outside of Parish Rooms
 - Ladder Safety Training completed by Caretaker
- 5.** Review practical work and improvements budgeted for 2019/20.
 - Timer for Lights
 - Insulation
 - Window Replacement
 - Boiler
 - Hygiene Facilities
 - Wifi
 - Replacement programme for furniture – suggest to replace 3 tables in 2019/20 due to condition.
- 6.** Verbal report on Fire Safety measures undertaken
 - Fire drill practice completed on Wednesday 27th March
- 7.** Financial matters
 - a) Sign EOY Cashbook Reconciliation against Statements for 2018-19.
 - b) approval of accounts and financial summary for 2018/19 to be submitted to Charity Commission.
 - c) Update on Internal Audit for 2018/19
 - d) Note Cashbook and Out-turn Spreadsheet for 2019/20.
 - e) Sign Reconciliation of YTD Cashbook against Statement
- 8.** Time Bank

9. Caretaker

- Agree and Sign Contract
- Holidays – (between 8th & 29th August *to be confirmed*)

10. AOB

11. Date of next meeting – Monday 2nd September, 2019 at 7.00pm