

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

**Monday 2nd September 2019 at 7.00pm.
In the Parish Room, West End, Ashton Hayes.**

AGENDA

- 1.** Apologies for Absence.
- 2.** Review of minutes of last meeting held in June 2019.
- 3.** Review practical work and improvements undertaken since last meeting.
 - Hygiene Facilities
 - Toilet Signs
 - Rechargeable Torch
 - Extendable Ladder
 - Window Replacement - ID
 - Wifi – PV
- 4.** Caretaker Report – GF
- 5.** Review practical work and improvements for consideration for 2019/20.
 - Timer for Lights – JC/Clerk
 - Insulation – ID/Clerk
 - Boiler - ID
 - Replacement programme for furniture – suggest to replace 4 tables in 2019/20 due to condition – Clerk.
- 6.** Financial matters
 - a) Note Cashbook and Out-turn Spreadsheet for 2019/20 - Clerk
 - b) Sign Reconciliation of YTD Cashbook against Statement - ID
 - c) Review of salary impacts - ID
- 7.** Risk Assessment – for approval - ID
- 8.** Time Bank - JC
- 9.** AOB
- 10.** Date of next meeting – Monday 18th November, 2019 at 7.00pm