

WORLINGTON PARISH COUNCIL

Minutes of an Extraordinary Village Hall Charity Trustee Meeting Thursday 6th July 2023 in the Village Hall at 8.45pm

Charity No: 208949

Councillors present: C Hall (CH) - Chair, L Osborne (LO), T French (TF), E Kerr (EK), N Foster (NF) and S Foster (SF)

Present: Secretary – Joanna Priestley (JP)

ITEM		Action
23/07/1	Apologies for Absence Alan Marshall	
23/07/2	Trustees' Declarations of Interest NF and SF declared an interest in Item 4.	
23/07/3	Job Descriptions for both Caretaker and Cleaner CH explained to EK the background. One application had been received. NF had created job descriptions which EK looked through. LO asked about amending the caretaker job description to include 'promptly receive payment for booking prior to function and check with Clerk that funds received' NF will amend this. CH wanted to make the trustees aware that the caretaker is the duty holder and has important responsibilities. CH stated that an inventory needed to be done. TF and LO or CH to meet the candidate if they wish to proceed.	NF
23/07/4	Hours and rates of pay for both Caretaker and Cleaner NF and SF left the meeting. The matter was discussed at length and it was agreed that the trustees would offer £60pcm for the caretaker role. Due to the lack of regular bookings at present it was agreed that the cleaning role would start at two hours per month on a fortnightly basis at £30 per month. The trustees are committed to actively promoting the hall and the applicant had also stated that they were also keen to expand opportunities for the hall due to their experience in this area. Any necessary extra cleaning would be paid at £15 per hour. JP to write to the applicant with this information.	JP
23/7/5	Draft Contract of Employment for both Caretaker and Cleaner SF and NF returned to the meeting and it was agreed that TF, with assistance from EK, would draw up contracts once the applicant had been secured.	TF/EK
23/7/6	Booking cancellation policy and changes needed to the Village Hall Terms and Conditions The options were either a 50% refund if cancellation made within 4 weeks of the booking or no refund within 4 weeks unless an alternative booking is found. After much discussion, the 50% option was agreed upon with the option of the trustees using their discretion for a full refund in exceptional circumstances.	

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The matter of payment was discussed and it was agreed that fees were chargeable in advance by bank transfer only (cheques at trustees' discretion). Once online banking was up and running it would be easier to check when funds had been received.

NF to update the Terms and Conditions on the Village Hall's booking website. JP to update the Terms and Conditions document held for the Village Hall.

NF/JP

Meeting Closed 9:30pm.

Signed: *Chris Hall*

Date: 5th October 2023