

Minutes of the Broomfield Village Hall Charity

Held on Monday 4th February 2019 in Broomfield Village Hall.

18/46 Welcome and those present

Chairman Cllr Jones.
 Cllrs Hubble, Mercer.
The Clerk Michael Letch.

18/47 Apologies for absence

Apologies were received from Cllr Garwood.

18/48 Minutes of previous meeting held on 6rd December 2018.

The minutes of the meeting were noted and signed by the Chairman

18/49 Members must not have a personal Interest

No interests were declared.

18/50 Finance review

- The finance report for December was noted.
- The improvement in MUGA hire income was noted.
- **It was agreed** that the Clerk would amend the payment procedure so salary payments were made directly to the payroll company rather than through a recharge to the Parish Council. Amendment to salary accounting to ensure monthly cashflow is maintained

18/51 Fundraising / community events

- Potential for event to commemorate the opening of the cycleway

There are three independent charitable events planned by other organisations, but there is an opportunity to present a small event focussing on entertainment for children. The date will be chosen to avoid other attractions in the village and if possible, to complement other charitable events already programmed.

It was agreed that the Committee will commission an small event to commemorate the official opening of the cycleway.

18/52 Maintenance

- INFORMATION:
 - Country Flooring completed re-stick the edges back to the wall
 - Foyer flooring replaced
 - Shelving installed.
 - Electrical maintenance ongoing
- **It was agreed** that the Clerk would engage a commercial cleaning company to deep clean the kitchens.

18/53 Monthly Health and Safety Report

- Report attached to minutes
- To note that the village attendant is now managing H&S inspections

18/54 Projects

Adventure cycleway

- Work commenced 24th January with expected completion March 2019.

18/55 Staffing

To consider creating a new position of cleaner – relief caretaker

The committee agreed that there is a clear need for a backup to the caretaker, and to make the job attractive with regular work, it can be combined with cleaning duties. The Clerk will produce a job spec and SCP rate.

To approve the adoption of local gov terms and conditions for Village Hall staff

It was agreed that the Clerk would transfer all Village Hall staff to Local Government terms and conditions; hours, pension, leave, and sickness absence.

To approve a job evaluation for Administration Officer

It was agreed that the Clerk would produce a Hay Evaluation on a revised job description and specification for the post of Administration Officer.

To note transfer of duties from Hall Manager to other staff.

As previously agreed, the work has been redistributed among the office staff.

Wendy Martin will be managing purchasing and be the back-up for hall hire and general administration.

Karen Hurrell will be managing the bookkeeping with Michael Letch as backup

Steff Smith's role will be developed into Administration Officer, responsible for Bookings, cash receipting, and general administration of the village hall.

Michael Letch will be responsible for personnel, correspondence and general management.

18/56 Items for future meetings

To be advised

18/57 Date of next meeting

- Monday 11th March 2019