

ONLEY PARK VILLAGE HALL

UNAUTHORISED

MINUTES

Held on WEDNESDAY 05th April 2017 at 19.30
ONLEY VILLAGE HALL

Secretary Address: 69 ONLEY PARK, RUGBY, CV23 8AW Telephone: 01788 815906

E-Mail: dawn.cotton@talktalk.net

PRESENT: Chair: Dawn Cotton, Treasurer: Lottie Smith, Cllr Bryan O'Reilly, Gavin Callard

		<u>Page 1</u>	<u>ACTION</u>
1.0	APOLOGIES		
1.1		Adrian Cooper	Approved
2.0	MINUTES_ 1ST MARCH 2017		Approved
2.1		Chair advised due to transparency the minutes and accounts should be put on village hall notice board and Barby and Onley web site as a pdf file, Cllr. Lomax thought this an excellent idea. Chair confirmed as previous minutes and accounts has never available to the public, this must change, full committee agreed.	Approved
3.0	Declaration of Interest to the Agenda	None	
4.0	Accounts		
4.1	INVOICING OF BOOKINGS	<p>Treasurer advised all bookings to have been invoiced by the bookings clerk from April through to bookings July. The procedure should be as follows</p> <ul style="list-style-type: none">• Booking form should be registered• Date marked in bookings diary• Once bookings for the month booked must be invoiced by end of month showing exact dates used for hall hire and invoiced to pay within seven days.• No one should be charged until the hire has been completed. <p>Chair suggested all invoicing to be raised by the treasurer making her role more manageable, it was agreed by full committee.</p>	

4.2	YOUTH CLUB	<p>GC raised the issue discussed at last meeting concerning deposits, treasurer informed committee a pro former invoice would be raised and once hall has been used to raise an invoice less the deposit amount and giving 7 day's grace to pay.</p> <p>Treasurer advised previous committee were invoicing three months behind but overall the previous bookings clerk did a good job.</p> <p>Not invoiced since September of last year and has now been invoiced to date, treasurer advised booking clerk to raise invoice to what is thought is owed and wait to see if the invoice is rejected.</p>	
5.0	Signatories		
5.1	ONGOING ISSUES	<p>Ongoing issues still arising from Barclays Bank. Treasurer and Chair are unable to access internet banking presently due to mandate not being updated in an appropriate time scale. Address for all correspondence is being delivered to 19 Onley Park due to the address not being changed by previous committee.</p>	<p>Chair to speak with resident. Done 8th April spoken with resident who has never been on the Village hall committee, Chair asked if she would give letters back to postman and not send back to Barclays until it is dealt with.</p>
6.0	Advertised Cleaner / Booking Clerk and Secretary		
6.1		<p>The Company Visibly Clear Services LTD have completed deep clean and clean each Tuesday and Friday's. Very pleased with the cleanliness of the hall. It was suggested we keep the company as easier to deal with company if anything should go wrong and cover is always available for any sickness. Cllr. O'Reilly suggested a review in six months.</p>	

6.2		The vacant position for Cleaner & Secretary has been Advertised on the Village notice board, and in the newsletter for Barby and Onley, no applications received to date.	
6.3		Advertised on the Village notice board, and in the newsletter for Barby and Onley, one applications received to date, the committee requested a job description to be completed, and to hold an interview, as the applicant is in full time education enquiries must be made as to the legal implications involved, salary to be paid and not to raise invoices.	
6.4		Dates for all bookings should be displayed on the Village hall notice board and Barby web site to assist any future bookings that may arise. The calendar presently used is not showing the committee the correct times and dates.	GC to make enquires how this can be rectified with google calendar.
6.5		It was suggested and agreed by the committee the Invoicing Process to become the role of the treasurer for all future invoicing which must not be invoiced ahead of any booking dates.	
6.6		Deposits to be received and the amount non-refundable and must be taken off the total invoice at the time of raising the invoice.	
6.7		treasurer suggested al invoices to be paid with a seven day notice which she has added to the invoices sent out.	Full committee approval.
6.8		Cllr. Lomax asked what did MTC Novo stand for	Chair search internet and confirms Manage Probation Contracts not able to advise on Novo.
6.9		It was agreed to check out the minimum wage with ACRE. Booking Clerk would have to be a key holder to show hall to potential clients 15:00 – 20:00 per calendar month should be looking at paying a booking clerk.	Chair checked with Northampton ACRE as attached.

Minimum Wage Rates from 1 April 2017

YEAR	25 AND OVER	21 TO 24	18 TO 20	UNDER 18	APPRENTICE
2017	£7.50	£7.05	£5.60	£4.05	£3.50

GC recommended the bookings clerk should complete google sheets for all bookings so as to be transparent, create job description, check if an issue being under 16yrs.

Cllr. Lomax felt the applicant should be interviewed and it was agreed Treasurer and Chair to complete the interview. Treasurer suggest trainer to be provided and she is happy to train him correctly.

Cllr. Lomax feels if client will be contacting via landline there should be permission form parents for the applicant to have use of the home telephone.

Approved for Chair send email to Acre response sent to all committee and DDC awaiting reply.

Email sent to invite applicant to interview Sat 14th at 16:00 at village hall.

7.0 INTERVIEW

7.1 LANDLINE

8.0 JOB DESCRIPTION

8.1 Chair and Treasurer to complete a job description for the role of bookings clerk outlining what is expected from a bookings clerk. Applicant in full time education and will require investigation on the legality of hiring said applicant.

Done. Job description attached.

9.0 WINDOW CLEANING

9.1 Chair raised issue with window cleaning, it was suggested by Cllr, O'Reilly to approach the cleaning company to request cleaning inside and out every quarter.

Chair to approach Visibly Clear. Done 9th

10.0 PAT TESTING

10.1 ELECTRICIAN Chair to contact electricians who reside at Onley to enquire if they can complete the PAT testing process to bring hall up to date

Chair contacted Monty's 9th April. Waiting reply.

10.2 REPLACEMENT OF ELECTRICAL APPLIANCES

Fridge and kettles unfit for purposes it was agreed to replace the fridge and purchase three kettles two for use and one spare.

Chair purchased and installed all four items 8th April 2017

10.3 Additional tea towels required

Due to there being only three tea towels it was agreed to purchase more to help with the washing of the tea towels which is completed by

Approved Done 8th

		the chair.	
11.0	INVENTORY		
11.0		Chair confirmed we are in position of an inventory but is out of date. Last taken 2013.	
12.0	Any Other Business		
12.1	DOG TRAINING GROUP	It was agreed the dog training group should pay for the field they use. It is unfair to not them when we are prepared to charge other who wish to use the field.	

Meeting closed at 20.35pm

Chairman: Dawn Cotton 2nd March 2017

NEXT MEETING – 13th September, 19:30