

6.30pm VH

1. Apologies.
2. Appoint chair.
3. Rate of Village Hall booking deposit
4. Rate of pay for cleaner/caretakers
5. Date next meeting

Present: Michele (MC), Sam (SD), Philly (PO), Debbie (DH), Rob (RW)

item	discussion	action	Who / when
1	Apologies none		
2		Chair for this meeting	DH
3	<ul style="list-style-type: none"> • DH has received some complaints from potential hall bookings about the deposit of £300 requested. It was explained that this was raised last autumn from £100 after an incident of blocked drains caused by unsuitable items being flushed during a booking. The blockage had to be dealt with as an emergency consequently costing a lot of money. VHC discussed lots of ways to solve this including a sliding scale of charges depending on the type of booking. Ultimately it was decided that damage such as the blocked drains could be caused by any booking and that the booking form already covered any additional damage not covered by the deposit. So it was unanimously agreed to reduce the deposit back to £100. VHC discussed inspections necessary immediately after one off bookings so that disputes regarding damage are limited. 	<p>Inform potential bookings of our decision. Amend booking form, sending a copy to MC for the minutes file.</p> <p>Member of VHC to inspect asap after one off bookings.</p>	<p>DH asap</p> <p>DH asap</p> <p>DH to coordinate on going.</p>
4	<ul style="list-style-type: none"> • VHC has received a letter from Playschool committee regarding rate of pay and conditions of employment for cleaner caretaking responsibilities taken on by Playschool staff. There has been no rise in the rate of pay since 2012 and increased levels of bookings since then require more cleaning to take place. It was agreed that rate of pay should increase to £10 per hour from 1st April for on average 5 hours cleaning/caretaking duties per week. VHC felt that the staff carrying out these duties should be more accountable so PO suggested record of duties should be displayed in each area for staff to confirm completion. MC agreed to inform playschool team. 	<p>In short term provide laminated paper sheets for cleaning/caretaking duties to be recorded on. White boards and markers provided for each area.</p>	<p>MC asap</p> <p>VHC</p>
5	TBC		
		Meeting finished at 7.30pm	

Approved