

**MEETING OF THE TOWN COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL 26 MAY 2020 TO BE HELD AFTER THE FULL COUNCIL MEETING**

- 1. To Record apologies for absence**
- 2. To Record any Declarations of interest**
- 3. To Approve minutes of the meeting held on 28 January 2020**
- 4. To Retrospectively agree all actions taken since the last meeting**
- 5. To Resolve to add new Town Clerk/RFO as bank account signatory**
- 6. Date and Time of the next meeting**

The meeting will be held via Zoom

**ITEM 3 MINUTES OF PREVIOUS MEETING**

**Minutes of the Town Council in its capacity as Trustee of Corfe Mullen Village Hall meeting held at the Village Hall, Corfe Mullen on Tuesday 28<sup>th</sup> January 2020 commencing at 8.04pm**

Present: Cllr Sowry-House - Mayor

Cllrs	Barron	A Holland	Howard	Mattocks
	Everett	P Holland	Jefferies	Stennett
	Harrison	Honeyman	Lortie	

Officer in attendance: Katrina Blee (Clerk).

**1. Apologies for Absence**

Apologies were received from Cllr Craven.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Approval of Minutes**

The Minutes of the meeting held on 22<sup>nd</sup> October were approved.

Nem Con.

**4. Building Alterations**

The next phase of planned alterations is to make alterations of the Small Hall to allow better wheelchair access. It has been suggested that in addition to this a small ground floor extension might be appropriate to accommodate the kitchenette and table/chair storage, to enlarge the meeting area. It is therefore recommended that the Council works with an architect to draw up some amended plans for costing.

The Council has already granted £15,000 towards improvements and the Hall has some reserves of a similar amount it could use. Additional sources of funding are being investigated.

It was resolved to employ the services of an architect to draw up amended plans.

Nem Con.

**6. Date and time of next meeting**

The next meeting will be arranged when business dictates.

## **ITEM 4 ACTIONS SINCE LAST MEETING**

### **CORFE MULLEN VILLAGE HALL**

Review of operations undertaken 16<sup>th</sup> March (Appendix 4). This was reviewed daily until lockdown.

Closed on 17<sup>th</sup> March 2020. Staff sent home on full pay. Staff subsequently furloughed but on full pay.

Staff who had leave booked right at the end of the leave year (which ends 31<sup>st</sup> March) where their holidays or flights were cancelled to be offered two choices: a) take the planned leave at home; b) be paid holiday pay for the leave they were due to take in this leave year and work as normal. In addition, if they choose b) the Council will sympathetically consider a request for unpaid leave to top up their leave in the next leave year, and this will not be unreasonably withheld subject to operations not being adversely affected.

Pop Up Post Office in foyer allowed to remain open, sub-postmaster sanitising upon arrival and leaving.

Cancellation of all village hall bookings until 30<sup>th</sup> June with full refunds. Those with bookings in July and August were pre-warned their bookings might be at risk.

Only new bookings from 1 September will be taken, and any new bookings will come with a pre-warning that they may have to be cancelled.

### **SAGE SOFTWARE**

Upgraded so both CMTC and CMVH are on same account and software version for both accounts and payroll, so that they can be on one pc and the accounts software can be operated remotely (not available for payroll). £65 per month for accounts, £32.50 for payroll, or £1170 per annum as opposed to £824.50 across the two organisations at present (last year's rate).

### **BOOKING SOFTWARE**

The Clerk has arranged for our PC-based system to be upgraded to the same provider's cloud version. The Clerk has had a thorough demo and a test system with our database is being set up which she will customise, then Claire will have some sessions with the provider and practise using the system by inputting regular hirers' 2021 dates. Then Sheila and my successor, Nikki, will be familiarised with the system by Claire and I, although in addition the provider can provide training at £275 + VAT which is reasonable.

The cost is again relatively modest, £20-£40 per month depending on the level we decide to go for: the Clerk will discuss this with staff but at the moment the basic £20 will probably suffice.

The system has full flexibility so that the Town Council can use it for any future resources it might be letting out.

### **STAFF COST OF LIVING AWARD**

Agreed to pay Village Hall staff an interim 2.75% cost of living pay award.

