

# CORFE MULLEN VILLAGE HALL

Registered Charity No. 286509

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## Minutes of the Meeting of the Sole Trustee (Corfe Mullen Town Council) of Corfe Mullen Village Hall held on Tuesday 7 March 2023 on the rising of the Sole Trustee of Corfe Mullen Youth Trust meeting in the Main Hall of the Village Hall

### Present:

#### Councillors

D Sowry-House (Chairman)  
A Craven  
D Everett  
A Holland  
P Holland  
B Honeyman  
J Lortie  
P Purvis

### In Attendance:

Catherine Horsley (Town Clerk)  
Rachel Virrill (Deputy Town Clerk) (minute taker)

### 1. To Note Apologies for Absence

Apologies for absence were received from Cllrs Howard, Mattocks, Stennett and Harrison who all had personal commitments. Cllrs Jefferies and Neil were unable to attend due to prior arrangements.

### 2. Paper A - To Approve Minutes of the meeting held on 28 June 2022

The minutes of the meeting held on 28 June 2022 were **APPROVED**.

### 3. Paper B – To Note Financial Position up to 28 February 2023

The Deputy Clerk presented the report, noting room hire income had significantly increased during the 2022/23 financial year to £28,591 as at 28 February 2023 in comparison to £6,440 in the previous financial year. However, staffing, utility and cleaning expenditure was much higher than the previous year. It was noted the £6000 grant received from Corfe Mullen Town Council enabled the Village Hall Charity to remain solvent.

Members discussed energy cost saving options including use of the air conditioning units as heat pumps rather than gas heating. The Clerk advised a trial could be conducted.

The financial position up to 28 February 2023 was **NOTED**.

### 4. Paper C – To Note General Update

The Deputy Clerk presented the report, with comments noted as follows:

- Increase in regular hirers.
- Consideration for purchasing a large banner on the side of the building to raise awareness of the hall being available for hire visible from the Co-op car park.

- 'Warm Welcome' grant awarded by Wessex Water to provide a warm space for members of the community who may be struggling due to the cost-of-living crisis. Attendance had been low, with an average of 4 members of the public attending each week.
- Date to commence installation of porch at the front of the office/Village Hall was awaited.
- Handyman/Caretaker was currently on sick leave for up to 6 weeks following a wrist operation.

It was agreed to send get well card and gift voucher to the Handyman/Caretaker on behalf of the Council as sole Trustee.

Members suggested some future fundraising and event ideas to provide additional income for consideration as follows:

- Indoor craft and artisan food markets
- Baby clothing and toy sales
- Repair shop
- Antiques valuation days
- Coffee mornings
- Incentives for hirers when making multiple bookings

The update was **NOTED**.

#### 5. Paper D - To Approve Room Hire Charges 1 April 2023 – 31 March 2024

The hire charges from 1 April 2023 to 31 March 2024 were **APPROVED**.

#### 6. Paper E – To Approve expenditure of New Signage

The Deputy Clerk presented the report, noting further eye-catching options for a large banner were being investigated and will be revisited at the next meeting.

The purchase of a replacement Corfe Mullen Village Hall sign for the front of the building at a total cost of £334.86+VAT was **APPROVED**.

#### 7. Paper F – To Consider and Approve Staffing and Salary Review

The Clerk presented the report, noting salaries for current staff members had not been reviewed since re-opening of the Village Hall in February 2022 and how it was good practice to carry out an annual salary reviews. It was noted the National Living/Minimum Wage was due to increase from £9.50 to £10.42 (age 23 and over) effective from 1 April 2023.

Due to an increase in evening and weekend bookings, and current staff absences, members were asked to consider recruitment for an additional keyholder on a zero hours contract, to work hours as and when required to provide additional coverage during times of staff absence at an hourly rate of £10.92 per hour.

It was agreed to **APPROVE** the following:

- Salary increases of 9.2% for all Village Hall staff. Handyman/Caretaker – increase from £11.43 per hour to £12.48 per hour and keyholder – increase from £10.00 per hour to £10.92 per hour.
- Recruitment of an additional keyholder on a zero hours contract, at an hourly rate of £10.92 per hour.

#### 8. Matters for forthcoming agendas

- Further options for a large banner to be displayed on the side of the building to advertise hall hire.

9. **To Agree a date and time for the next meeting** – the date and time of the next meeting to be set as and when required.

10. **Close of Meeting at 18:40.**

Signed ..... Date.....

DRAFT