

CORFE MULLEN VILLAGE HALL

Registered Charity No. 286509

Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
office@corfemullen-tc.gov.uk

Minutes of the Meeting of the Sole Trustee (Corfe Mullen Town Council) of Corfe Mullen Village Hall held on Wednesday 17 January 2024 at 18:30 on MS Teams

Present:

	Councillors
	D Sowry-House (Chair)
	A Craven
	D Everett
	S Florek
	S Jefferies
	J Lortie
	A Holland
	P Holland
	P Neil
	D Mattocks

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk) (minute taker)

1. To Note Apologies for Absence

Apologies for absence were received from Cllrs Hardy and Purvis, who were unable to attend due to prior commitments and Cllr Stennett who did not have the necessary technology to access the virtual meeting. Cllr Honeyman was not present.

2. Paper A - To Approve Minutes of the meeting held on 13 September 2023

The minutes of the meeting held on 13 September 2023 were **APPROVED**.

3. Paper B – To Note General Update

The Deputy Clerk presented the report, noting the Administration Assistant was moving forward with booking incentives to increase income for the charity. There had been an increase in party bookings recently and it was hoped this would continue.

Members asked how the planned extension of the small hall would impact regular hirers. The Clerk noted, in most cases, bookings could be accommodated in either the lounge area or main hall, therefore, there would be minimum impact.

Members suggested additional advertising of the Village Hall facilities via the local Link Magazine and promoting activities available for the community on social media to further increase potential bookings.

Cllr P Holland noted that in an effort to reduce energy consumption, more sustainable options such as solar panels and converting lighting to LED should be investigated. The Clerk confirmed grants to cover the cost of solar panels would be further investigated.

The update was **NOTED**.



4. Paper C - To Approve Room Hire Charges and Conditions of Hire from 1 April 2024 – 31 March 2025

The Clerk presented the report, noting the proposed increase was minimal in order to remain competitive with other nearby community hire facilities.

Incentives to increase regular hirers with loyalty schemes and providing 'party packages' to be investigated.

It was **RESOLVED** to **APPROVE** the room hire charges and conditions of hire from 1 April 2024 to 31 March 2025.

5. Paper D – To Consider and Approve Salary Review

The Clerk presented the report, noting from 1 April 2024 the National Living/Minimum Wage would increase from £10.42 per hour (over 21-year-olds) to £11.44 per hour (over 21-year-olds), an increase of £1.02 or 9.8%.

Members were very appreciative of the reliability and continued commitment of the current staff, who had gone above and beyond their job roles and felt they should be remunerated and valued in order to retain them.

The Clerk provided an update on the charities financial position, which continued to run at a loss and how consideration should be given to reducing expenditure, where possible. The Clerk noted the cleaning contractor costs, were one of the highest outgoings and in order to reduce expenditure for members to consider ceasing the contract cleaning, with the daily cleaning included in the Handyman/Caretaker role.

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

- To increase staff salaries by 9.8% in line with the increase of the National Living/Minimum Wage effective from 1 April 2024. Handyman/Caretaker salary to increase from £12.48 per hour to £13.70 per hour. Keyholder salary to increase from £10.92 per hour to £12.00 per hour.
- To give notice to contract cleaner to cease contract cleaning for the Village Hall only with daily cleaning included in Handyman/Caretaker role.

6. Matters for forthcoming agendas

The Clerk advised another meeting would be required to discuss the following items:

- To approve application for a debit card for Village Hall purchases.
- To purchase a mobile phone/sim card for the keyholder, to enable hirers to contact the keyholder in the event of an emergency during their hire, rather than using the keyholders personal mobile.

The Chair suggested scheduling a meeting as soon as possible in order to progress items. The Clerk agreed to liaise with the Chair outside of the meeting to agree a date and time.

7. 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.

The Clerk to confirm date and time to members as soon as agreed.



8. Close of Meeting at 19:09.

Signed *Sam House* Date 23-1-24

