

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 10th October 2022 at Swanton Morley Village Hall. The meeting followed the Parish Council meeting.

Present: Mr R Atterwill (**Chair**),

Also in attendance was Mrs K. Pickard (Clerk)

1. To receive apologies for absence

Apologies were received from Mr D Turner and Mrs B O'Dowd

2. To receive declarations of interest

None received

3. To receive a proposal to close the meeting to the press and public for item 4 and 5 for the reason that the content of discussion relates to staff matters & the safeguarding complaint (permitted under section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Mr Atterwill proposed that the meeting is closed to the press and the public seconded by Mr J Rodrigues and carried

4. Staff Matters

The Clerk had circulated a proposed job description for the position of caretaker to councillors ahead of the meeting for consideration.

It was agreed that the clerk would amend this document in a shorter format and bring to the next Village Hall Trust meeting.

The clerk reported that the living wage has now been increased from £9.90 per hour to £10.90 per hour. The Village Hall Trust are member of this scheme therefore the increase will be immediate.

The clerk asked for agreement from the Trustee to increase the bar managers wage as they are on a slightly higher rate to cover their duties. The clerk suggested from £11 per hour to £12 per hour.

All agreed

5. To receive an update on the safeguarding complaint at the Village Hall

The Clerk reported that following on from the request of information, the hirer has not provided the requested documents.

Mrs Walker-Fraser suggested that there needs to be a cut off date for the information and if it is still not received then the hirer agreement should be terminated.

Councillor Atterwill proposed that the clerk send a letter giving 14 days notice to provide the requested documents or the agreement will be terminated seconded by Mrs Walker-Fraser and carried by the majority.

Mr Curran and Mr Venworth voted against

**6. To agree the date and time of the next meeting to be held on Monday 14th November at
7pm**

All agreed