

Caretaker / Lettings Clerk

My caretaker role has been very busy of lately with private bookings at weekends especially, all be it some only 3 or 4 hours at weekends, the hall has been used regularly, so I have spent quite a bit of time back and forth.

Regular bookings are currently as follows:

Mondays - Pilates – 6:45pm

Tuesdays – First of every month WI – 6:30pm

Wednesdays – Lets Farm – 9am to 3pm

Wednesday - Brownies – 6:15pm

Thursdays – Darnhall School of Dance – 6pm to 9:30pm

Fridays – Chair Pilates 10am to 11am & 11am to 12 noon

Saturdays – Private bookings

Sundays – Puppy Classes – 5:30pm to 7pm

Social media, I do post all relevant fundraising events on our socials along with regular activities, perhaps some relevant information that could be provided by the Parish Council that would be useful also, especially to residents, obviously for the public domain. The more information and regular updates the more followers we gain.

I have had two meetings with the web site company, which proved quite involved, but happy to proceed once it goes live. But there are some things that are required from the clerk's end for this to happen. This may elevate my problem regarding cross refencing payments received from bookings, as I can't access read for the bank any longer find this frustrating, especially when people want confirmation and I won't do this until I know we have the funds in the bank.

When the web site is up and running, we will require relevant information from organisation and keep this updated, especially when directing people to the web site when there isn't anything on there for them to see. Eg photos of the hall, what we offer, also recommendations list, this is asked quite a lot from hall hirers eg catering, bar, bouncy castles etc.

The hall is looking tired inside and is very difficult to keep clean with the walls deca and morta that constantly crumbles creating dust, but I am aware that you are all working tirelessly to get renovations underway.

The gents toilets urinals are totally outdated and not hygienic at all, having to press and button to flus, but the water doesn't work in one of them and the smell in the men's is much to be desired.

The ladies aren't too bad, although the small bins I empty in there feel this needs to be looked at, usually a contract company empty these, which I do know runs at a cost, however they too are unhygienic and can create a smell.

The storeroom, really needs to be investigated the filing cabinet in the corner, that is never used, could this be relocated into the big container? This would at least create a little more space in the downstairs.

I had requested the Brownies look in the loft at there belongings which were everywhere, which they stated they have done!

However, it still leaves the fact that the loft is accessible to anyone that hires the hall, and we have other users belongings in there along with the CCTV, I had asked previously regarding a gate at the bottom to stop people going into the loft area, I wondered if this can be looked into again, please.

The main hall blinds could do with a wash, the front ones don't open correctly only pull back, the window require a deep clean, especially with the flies we have in the hall all the window frames are needing attention, which I can only do the lower ones and not the large windows, outside I was wondering if a regular window cleaner could looked into? We used to have them done, but not longer.

Kitchen, could a dishwasher be investigated please? We have the space where the old fridge uses to be, and this would be beneficial to many bookings we have.

Regular Hall users, they do all tend to clean away after, but on occasions the hall has been left with debris on the floor and needing a mop around, when the Pilates use the hall they do require the floor to be clean, I wondering if a quick email to users just reiterate that the floor needs to be cleaned after use.

I recently attended a first aid course at the hall, which I had organised, which was great, the chap that took the course did say he's happy to arrange another should any organisations wish to take one, the cost was £40 per person and if there were more would be £30. Which reminded me regarding the defibrillator in the post box, has this been checked recently?

Fundraising events

Sunday 5 October – Treasure Hunt, meet at Winsford Marina for 11am, £2.50 per person.

Christmas Market

Turkey & Tinsle