



Stakers' Role and Remunera (including cleaning)



Responses from a selection of Hertfordshire Village Halls

Information for discussion

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Introduction



Following details based on responses received between January and April 2019.

Be warned . . .

there appear to be as many variations as



Thanks go to the following halls for their responses

Brent Pelham/Meesden

Westmill

Ardeley

Little Hadham

Essendon

High Wych

Sawbridgeworth

Bramfield

Stanstead Abbotts

Hunsdon

Thundridge

With due regard for confidentiality all responses displayed here are non-identifiable.

Email sent out to gather information for discussion.
The following headings were suggested as a guide:

- What are the current arrangements at your hall for caretaking duties?
- What are the current arrangements at your hall for cleaning duties?
 - How and how much is/are your caretaker/cleaner(s) paid?
 - What duties/tasks are included in the basic 'contract'?
 - What duties/tasks are add-on and paid for as and when?
- Any problems you have encountered with your current arrangement

Overall the employment details for caretaking appear to range
from:

**has a contract, job description, undergoes annual appraisal,
follows a maintenance schedule*

to

**no contract, ad-hoc basis of duties*

and everything in-between!

What are the current arrangements at your hall for caretaking duties?

Separate cleaner during the week every night - we are a very busy hall

We do not have a Caretaker for the following reasons:- We have a Monday - Friday children's school nursery operating throughout term times. They set up, clear away as necessary and clean the hall to meet OFSTED standards. This includes the small kitchen and toilets.

We are a Church Hall and have no caretaker

We have 2 caretakers that open up the hall and close the hall between them for private functions plus they do 2 hours cleaning on a Monday totalling 4 hours

We don't have any.

We have a self-employed caretaker that follows our maintenance schedule – we are trialling a weekly 'tick sheet' system to encourage all work is carried out!

What are the current arrangements at your hall for caretaking duties?
(con't)

Current arrangements for caretaking duties are carried out by myself in the main.

We do not have a caretaker. Keys are collected from and delivered back to our Chairman. We rely on users tidying up and leaving the hall in a reasonable state of cleanliness.

What are the current arrangements at your hall for cleaning duties?

Hall cleaning is currently undertaken by a cleaner who attends once a week and spends 3 hours doing a thorough clean including hoovering, washing the hall's maple floor, kitchen and toilets.

Committee members undertake cleaning duties, bookings, clearing up, etc. at no charge but honoraria are considered twice a year. There are no contracts.

Caretaker basically cleans the hall twice a week but if there is party at the weekend he comes in after that.

Caretaker has a maintenance schedule drawn up by the Committee that is broken down into weekly/monthly/bi-annual and seasonal tasks.

Hall hiring's other than our term time school nursery are dealt with by two trustees of the registered charity that own and manage the hall (along with some other village facilities).

How and how much is/are your caretaker/cleaner(s) paid?

Cleaner = £10 / hr £300 / month

Caretaker (Employed) = Minimum £150 / month average earnings = £400/month
£12 / function, £50 clean after a party recharged to hirer

Our cleaner is paid £10 per hour (£30 per week) at the end of the month.

(NMW for over 25s = £7.83 from 1st April 2018)

What duties/tasks are included in the basic 'contract'?

Approximately half of the halls that responded stated that there was no contract as such for their caretaker.

He does not have a contract but he mainly cleans and buffs the floor cleans the kitchen and toilets etc. but does not do anything outside like cleaning gutters etc.

In addition, caretakers are the ones generally taking responsibility for managing opening/locking halls for bookings.

Where actual work carried out was mentioned tasks for caretakers included basic floor cleaning, toilet and kitchen cleaning rather than maintenance tasks and show little differentiation from those tasks usually carried out by a cleaner.

Most halls reported that many tasks are 'add-ons' that require further remuneration.

What duties/tasks are add-on and paid for as and when?

When we do a fundraising event we pay caretaker to set up and clean up. Can be up to £60

Our 2 caretakers offer a service of setting out tables for a private arrangement. For this service they get £150.00 each.

Other cleaning of the hall - after say a village supper, quiz night, annual Art Exhibition, etc. - is done by the trustees and some volunteers from the village that have usually taken part in the event.

He also cleans the windows which is an extra

Additional 'add-on' tasks included:

Building maintenance: repairs to fabric of the building

Grounds maintenance: grass mowing, hedge trimming, clearing gutters

Any problems you have encountered with your current arrangements?

The hall is so busy it is difficult to cover with one person.

We have no problems with our current arrangement but we did with the lady who cleaned before as she was hopeless.

As part of our letting arrangements - users are expected to leave the Hall as they found it. There are no problems with this arrangement while the current volunteers are willing to serve.

The problems that have been encountered is that when someone uses the hall and doesn't clear up properly there are complaints. We are looking to change this situation with additional hours of cleaning where necessary.

General overview

Current arrangements for caretaking duties range from no caretaker at all to 2 caretakers with or without contracts

Current arrangements for cleaning duties rely mostly on goodwill of hirers or committee members following bookings

Payment for cleaning services ranges range between £120 to £300 per month

Payment for caretaking services ranges between £150 to £400 per month

Problems encountered include difficulties monitoring caretaking, keeping halls in good order following bookings, no contracts or schedule of works and poor service.

At least one caretaker is also manages bookings/hiring of the hall

So

Is it possible to devise a
'one-size-suits-all' set of guidelines for the
caretaking of village halls or does the diverse
nature of such establishments render this an
impossibility?

Is it even desirable to do so?

Discuss!!!!