



Online Booking Secretary for Pillaton Village Hall

The vital role of Booking Secretary is currently filled on a temporary basis by Chris Ley, since the much missed Jo King relinquished the role last year. Chris is already the Village Hall CIO Treasurer (as well as a Parish Councillor).

So, we need to recruit a new Booking Secretary (and a Trustee) NOW, and seek a volunteer for this vital role.

The Village Hall was built as the village school and saved for the village for use as a community centre when the school closed in the 1950s. The hall is managed by a Registered Charitable Incorporated Organisation (CIO) set up in 2017, with 12 Trustees, who can feel safe knowing they bear no personal financial liability.

The appointment of Trustee and Booking Secretary will be ex officio, meaning that the holder maintains the role on a permanent basis and does not have to seek reappointment as a trustee every 3 years.

Last year an online booking system has been introduced which much simplifies the booking process and significantly reduces the effort involved. The system can be viewed at <https://hallbookingonline.com/pillaton/>

A combination key safe has also been installed which means hirers can access the Hall without having to collect the key from the Booking Secretary, further reducing the workload.

The position entails the following responsibilities:

- Management of all bookings for the Village Hall. This includes ensuring vetting of hirers and their compliance with CIO terms and conditions.
- Checking status of hall after booking and advising the Treasurer on refund or retention of the deposit if damage incurred.

If you join our team, you'll be one of the Trustees who work hard to keep the hall well maintained and financially viable. This is not an onerous or complex role but is crucial in allowing the village hall to be used by as many people as possible. Please, can you help?

For more information please contact: Chris Ley - chris@chrisley.plus.com

