  

**Caretaker of Village Hall Notes**

**Nov 14th 1928**

The committee accepted Mr J. Corbett’s tender of 5/- a week for the caretaker duties, the duties of the caretaker were written out & confirmed by the committee.

**May 29th 1929**

It was agreed to have a caretaker for the summer months.

**Sept 9th 1929**

A public meeting was held to elect a new committee, at the committee meeting after the caretaker agreed to carry on as usual at the same salary.

**Feb 3rd 1930**

It was agreed to have the fire lighted every night by the caretaker by 6pm, & the stoves on Sat afternoon.

**Sept 22nd 1930**

At the Public annual meeting it was proposed & seconded that J. Corbett be caretaker at a fee of 5/- per week.

**June 12th 1933**

It was proposed & seconded that the caretaker should not give the key to any party without notice from the Secretary.

**Oct 9th 1933**

It was proposed & seconded that the caretaker be asked to let the committee have his copy of the rules for examination.

**Nov 6th 1933**

The committee sanctioned the following amended duties to be incorporated in a new agreement with the caretaker;-

* To clean out the reading room daily after it has been used & to scrub it out when necessary.
* To trim oil lamps & stoves & to light the latter when required in sufficient time to heat the hall.
* To light fire when necessary – at least half an hour before it is required (Sundays exception)
* To clean out large hall, porches, ladies’ cloakroom & lavatory & to scrub all of the foregoing places including the platform (except the large hall) when necessary.
* The caretaker to purchase firewood & charge committee with same.
* The boiler flue to be kept clean.

**Dec 4th 1933**

Mrs Brown pointed out the necessity for the committee to cover themselves against any compensation claim by the caretaker in case of accident, during employment in or about the hall premises. Inquires to be made about the necessary insurance, the motion was seconded by Mrs. Robinson & carried.

**Jan 4th 1934**

It was decide to take an insurance policy out with the Atlas company at an annual premium of 5/-.

**Oct 1st 1934**

Caretaker new duties to be added on as follows;-

* Front of hall to be kept tidy.
* Lavatories to be kept disinfected.

The caretaker’s job to be put out to tender & tenders to be in by Nov 3rd.

A question regarding the caretaker being on the committee was asked, it was proposed & seconded that the question be referred to the next public meeting this was carried.

**Nov 5th 1934**

Mr J. Corbett was reappointed at 7/- per week.

**Oct 2nd 1935**

It was proposed the lamps be trimmed & lighted by the caretaker after they have been put in order.

Also decided that a caretakers office be offered to the present caretaker if additional duty be accepted on the same terms.

**Nov 2nd 1936**

Proposed & carried that the caretaker be re-engaged.

**Jan 10th 1938**

It was proposed & seconded to ask the current caretaker to accept a wage of 5/- a week instead of 7/- as at present, failing agreement on the point the situation be let to tender.

**Special committee meeting Feb 1st 1938**

Mr. Wilson in the chair – The Secretary reported having approached the caretaker as instructed & not having reached agreement to have notices posted for tenders for the position of caretaker.

The committee was asked to consider the bringing up to date of the caretaker’s duties; the following was drawn up & subsequently carried after being proposed by Mr G. Leighton & seconded by Mrs. Brown:-

* To clean the reading room after use & to scrub out when necessary.
* To thoroughly prepare the hall or reading room for any required function, including the lighting of at least one lamp in the room in question & the stoves when necessary in sufficient time to heat the hall.
* To light the fire when necessary at least half an hour before it is required.
* To clean out the hall, porches ladies cloakroom & lavatory, to scrub the aforementioned places including the platform (excepting the hall floor) when necessary.
* To purchase firewood for the fire & charge same to committee.
* To keep boiler flue clean.
* To keep the front of the hall tidy & lavatories disinfected.

**Feb 7th 1938**

Appointment of caretaker – As there was only one tender for the position of caretaker that of Mr J. Corbett, he was reappointed at the old rate of 7/- a week.

**Jan 16th 1939**

The Secretary was asked to consult the caretaker on the question on the question of reducing salary.

**Feb 6th 1939**

Proposed & seconded that the caretaker be reengaged at the salary of 7/- per week, the caretaker to provide own cleaning materials.

**Oct 5th 1939**

The caretaker’s charges for cleaning fixed at the last meeting were rescinded & it was decided to reengage him if he would accept a reduced weekly salary.

**Dec 5th 1939**

The caretaker agreed to undertake the work at 6/- per week.

The caretaker having left the district it was decided to engage Mrs. Corbett at the same salary.

**Oct 6th 1941**

The caretaker having resigned it was decided to put a notice out for a new one & it was arranged to hold a meeting on Oct 13th at 7.45 pm to consider applications.

**Oct 13th 1941**

Meeting to consider caretaker applications – there were two one at 10/- a week & another at 6/- a week.

Mrs. Robison was appointed & it was agreed to pay her 7/- a week with insurance.

**Dec 8th 1947**

It was proposed to give the caretaker a copy of duties & to be responsible for locking up after functions.

**Jan 5th 1948**

As the caretaker had resigned & there had been no applications in response to notices for same, it was decided to raise the salary from 7/- to 10/- a week, the Secretary being instructed to ask certain people in the village to take on the job.