

Further discussion is required on the nature of the MH Manager role, included whether it would be appropriate to add some additional responsibilities. The same applies to current contracted staff who may be acting up in the absence of the Manager.

Key tasks - July onwards

Banking and financial recording - 2-3 hours across the month (keeping an eye on things) then 3-4 hours on Finance Friday (entering payments due, updating spreadsheets and QBO) then 1 hour to pull together information for Heather Hartman

Slightly more hours for the first month (July) when Majk is learning.

Staff member: Majk

Already has responsibility for recording receipts and chasing unpaid invoices - should he share this with Ellie

Related:

Unity Trust - Majk - already familiar. Miranda's details to ? Give Ellie access for receipts

Equals card - Majk - account access to be updated. Miranda's card to ? Give Ellie a card?

QuickBooks online - Majk - adding invoices and marking as paid

Dext - Majk

NEEDS MC MINUTE TO GIVE RELEVANT PERMISSIONS

Staffing - less urgent until mid-August for September hours and rotas

Between 7 and 14 hours across the month, depending on the complexity of the evening shifts and trying to get replies and planning the best way to organise the staff.

Staff member: Ken with support from Ellie or Majk. Ellie and Ken can take it in turns to complete the first draft of the rota, which just contains the shifts needed, to send to casual staff. Ken then allocates hours (as evenly as possible) to the staff members interested in shifts.

Related:

Sundays in August agreed with Ken and James

Additional hours sheet where TOIL cannot be taken

Annual leave in August

AL cards for 2024-25 completed - need carry forward hours adding in October.

Fabric and maintenance

Liaison with lighting fitters - July - and carpet company - August/September - 5 hours across the month of August

Most basic fabric and maintenance falls to the whole staff team - including casual staff

Annual tasks and making of appointments - fluctuates across the year - maintenance calendar in 2024 folder on office network

Staff member: Majk to lead, but can pass to Ken or Ellie to undertake routine work.

Related:

TBC

Bookings

Ongoing task - very quiet at the moment and little to follow up. Hopefully this will change. Majk is competent at this but sometimes needs a backup decision regarding charges for a certain group or how to approach certain requests, eg having to say 'no'. Ellie is fast catching him up but occasionally needs guidance on how rooms can best be allocated. Majk currently leads on chasing and recording payments for room hire. Ellie could support him in this.

Lunch orders for groups currently fall between Majk and Ellie - both are efficient at this - it is time consuming because of the back and forth with indecisive clients.

Ken provides good support for matching TeamUp and Hallmaster to ensure invoices are accurate and TeamUp has the right information for staff looking after the group on the day. He can also reply to emails and request information.

Related:

TBC

Training required:

- Majk - QBO - recording invoices and marking as paid; Dext to add invoices to QBO for both 1204 account and Equals card.
- Staffing - minimal for Ken or Ellie on setting a first draft of the rota
- Invoice payments received - Majk to train Ellie - Ellie would need bank access

Calendar:

1 July to 5 July - Lighting installation: Keith Gunn

5 July - Mark Kisby contractors re microphone re-installation -

14 July to 31 August - C Venues

1 - 31 August - staff tasks to be planned and managed

30 Sep to 4 October TBC - carpet installation (agreed with Peter Young Carpets - need to cancel this if they are not chosen)

Job titles - not for me to decide

Remuneration - not for me to decide

Reporting structure - keep it flat, working as a team, with Majk having overall responsibility for work. All staff feel able to come to MC members as necessary.

Share with named members of MC before leaving?:

TeamUp link

Keys

Alarm codes

Miranda banking details for Unity Trust and Equals card

Miranda mobile phone?