



## **MERRIOTT VILLAGE HALL REIMBURSEMENT FOR TRAINING POLICY**

Registered charity number 1209414

Reviewed 28th February 2025

Review frequency: Every two years

### **OBJECTIVE**

**The Merriott Village Hall is administered and governed by a team of volunteer trustees and supported by 2 staff (Caretaker and Bookings Clerk) who bring a significant range of skills and capabilities to the Committee.**

Whilst the trustees have benefitted from previous professional and lifestyle experiences there is a need to ensure that they are as well prepared for their tasks within the trustee roles as possible. As volunteers, much of the effort and time given to the hall is based on best intentions and applied logic; however, there are some aspects of their roles that call for specialist training, potentially located at external locations.

When specific shortfalls in skillsets are identified, such as COSH, First Aid, Fire Marshalling, Safeguarding awareness qualifications or when the range of skills needs to be extended, such as for marketing and new technology etc. then suitable courses and a willing volunteer should be identified. The course, costs and target staff should be discussed and agreed at the first available committee meeting.

Where these courses incur direct costs to an individual, reimbursement may be authorised by the trustees and paid from Hall funds.