

NOTES EXPLAINING THE WEEKDAY HIRERS' TIMESHEET

This timesheet, which applies only to weekday hirers who pay on an hourly basis, can be photocopied (until there is a change in the hourly hire fees), or multiple copies can be obtained from the Booking Manager. It is also intended that blank copies will be available on and from the foyer notice board.

For people with email facilities, it will be attached to the Minutes and can be printed off and/or downloaded/copied into an appropriate local file. A copy with the hourly charges left blank will also be sent. It would be best to keep 2 copies of each in case the 'working' copy gets corrupted (which is highly likely if your computer skills are anything like mine!).

If Maria agrees, it (they) may also be available for downloading from the Wickhambrook website.

If all else fails (but please - not as a regular practice), the present Booking Manager will be happy to receive the necessary details by telephone and complete the form for you. The important thing is to meet the Trustees' requirements, as stated at the November 2008 AGM, and provide a complete and accurate record, on this standard form, which can be filed and support an annual audit.

The intention is to bring this form into use with effect from 1st March 2009. There has been no call for clubs to change the periodicity of their hiring returns. These can remain as monthly, bi-monthly, quarterly or 'as-and-when', whatever has been the previous practice most convenient to each club. But it must be one form for each calendar month. Nil returns are not required. They would serve little or no purpose and would simply waste time and paper.

When completed, the form(s) should be delivered (hard copy or by email) to the current Booking Manager. On the basis of the trusted information given, invoices will then be raised - for fairly prompt payment please (some clubs are delaying payments for many months which causes me embarrassment at Trustee meetings). If a settlement payment accompanies the form, a 'receipted' invoice will be raised.

As at 2/3/2009, and until there are changes in the management committee, completed forms should be sent to Steve@Lynsted.net. Address: 'Lynsted' Mole Hill, Wickhambrook, Newmarket CB8 8XZ

Finally, please note that:

- a) this involves extra work for the Booking Manager, but this will be largely offset by the standardising of the method of recording hire times,
- b) this new form will almost certainly be subject to amendment as ideas and comments, which will be welcomed, are offered, and.
- c) this is actually a small change in the previous arrangements and is still based on trust within the village community.