

# Victoria Village Hall Abersychan

## Paying Staff and Volunteer Policy

Adopted on: March 2025

### 1. Purpose

This policy outlines the procedures and principles governing the payment of staff and recognition of volunteer contributions at Victoria Village Hall Abersychan. It ensures transparency, fairness, legal compliance, and alignment with our responsibilities as a registered charity.

### 2. Scope

This policy applies to all individuals employed by the Hall on a full-time, part-time, temporary, or casual basis. It also includes volunteers, contractors, and freelance workers where applicable.

### 3. Principles

- Fairness: Paid staff will be compensated in accordance with their roles and responsibilities. Volunteers will be recognised and supported appropriately.
- Transparency: All pay and reimbursement arrangements will be clear and openly communicated.
- Compliance: All payments will comply with current employment and charity law, including National Minimum Wage, HMRC obligations, and GDPR.
- Sustainability: Payments must align with the financial capabilities of the Hall and be authorised by the Management Committee.

### 4. Contracts and Agreements

- Paid staff will receive a written contract detailing job title, duties, hours, rate of pay, and payment schedule.
- Volunteers will be provided with a Volunteer Agreement outlining their role, expectations, and support offered.

- All contracts and agreements will include a privacy notice in line with GDPR.

### **5. Pay and Reimbursement**

- Staff will be paid monthly via bank transfer with itemised payslips provided.
- Pay rates are reviewed annually and must comply with the National Minimum Wage or Living Wage.
- Volunteers are not paid for their time but may be reimbursed for agreed expenses (e.g. travel, materials) upon submission of receipts.
- No volunteer shall be out-of-pocket for contributing to the Hall's activities.

### **6. Deductions**

Deductions from wages will only be made for:

- Statutory requirements (e.g. PAYE, National Insurance)
- Pension contributions (if applicable)
- Agreed deductions (e.g. repayment of overpaid wages)

### **7. Roles and Responsibilities**

- The Treasurer or designated financial officer ensures timely and accurate staff payments and expense reimbursements.
- The Committee approves all staffing costs and ensures volunteer arrangements are fair and transparent.
- Staff and volunteers must report discrepancies or concerns promptly.

### **8. Record Keeping and GDPR Compliance**

- Payroll, volunteer agreements, and expense records will be kept securely for at least 6 years.
- All personal data will be processed in accordance with the UK GDPR and Data Protection Act 2018.
- Individuals have the right to access their data, request corrections, or raise concerns about its use.

### **9. Review and Amendments**

This policy will be reviewed annually or when there are changes in employment or charity law, or the operational needs of the Hall.

## 10. Approval and Signature

This policy was approved and adopted by the Victoria Village Hall  
Abersychan Committee on:

Date: \_\_\_\_\_

Chairperson's Name: \_\_\_\_\_

Signature: \_\_\_\_\_