



Draft Minutes of the meeting of the WHOLE HALL COMMITTEE held at Lingwood Village Hall, Station Road, Lingwood on Tuesday on 13th June 2017 at 7.00pm when there were present: Ben Bethell (Chair person) Stephen Moore (Treasurer) Paul Sheldrake, Sam Bethell, Jim Marshall, Janet Marshall, Brian Whisken, Anne Bone, Christine Stowell, Tony Gould, Kerry Sturman, Sally Medler (minutes writer)

1. Welcome and Apologies for absence

Ben welcomed all to the meeting. Apologies were received from Nikki Buckley, Mary Moore, Lian Chorleton, Cathy Townsend and Richard Bethell

2. Declarations of interest

New declaration from Ben Bethell - Item 10. Sportif. Non-financial. Ben has been involved in early discussion so will not vote.

3. Minutes from last meeting

Minutes from 28th March Whole hall meeting were read out and approved.

4. Finance Update

Stephen and Kerry are working on the accounts new systems

£72,000 in January 2017

£35,000 in both bookings account and hall account at present

Recently expenses include paying Gills the retention money, Read Spicer, pentanque court, picnic tables, kitchenettes etc.

Looking at prices for electricity supply renewal

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Registered Charity Number – 303999

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Norwich
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Mr Stephen Moore (Treasurer)

Ms Penny Sunderland (Secretary)
12 Alison Close
Lingwood

Need to sort income from solar panels

Finance policy now needs updating to include current elements of expense

Stephen and Kerry will have a full update in the July meeting.

5. Social Club Update

New bar staff member Megan started this week to cover Clare's maternity leave. Will need support in the early days.

Membership going well. Pentanque will bring more new members when finished.

EHO visit – Generally good. Location of records folder was not known. 5 star rating was retained.

BBQ – need better position – by pool table windows so closer to the kitchen.

Disco – sales low. As advertised it will need to run

Willowspin – Booking to be confirmed by Jim.

User groups – allowed to use the bar before and after their session for one drink without being a member. If staying all evening they need to become members. Unanimous support.

We need to ensure that people understand that anyone can use the hall and do not have to be social club members.

6. Premises Update

Herbie will be paid to fit the upstairs disabled toilet

Kitchenette is nearly finished

Compound is secure now. Charlie paid to enclosed it with fencing

Daido rail and plastic cornering to be fitted around the walls in the hall to prevent wall damage

Hall floor – still trying to find a tradesman to re surface hall floor

Clock for function room needed

Old Village sign to be situated in the function room

Main gate was hit by a car and need repairing

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Village hall banner to be put up

Hedge cutting need organising

Lighting above the stage – Norwich Electrical were contacted but still have not been. Not urgent.

7. Lingwood Post office / Coffee shop

Business opportunity on Post office website. Late June meeting with Post office

Strumpshaw Post Office also up for sale. This is not of interest to Lingwood Village Hall.

Hosting a Coffee Shop during the day would be of interest to allow a 'drop-in' for the community.

Village hall coffee shop would run alongside the post office. Possibility even if the hall does not have the Post Office.

Press reported luncheon club at pub, this is the fortnightly coffee shop. Need to be careful with the EDP at the moment.

8. BBQs

Two large hotplate BBQs needed to cook for the number of people attending.

BBQs 1st, 8th, 15th July, as well as social club month summer BBQs

Norwich Camping have them £750.00 for two new BBQs. This includes Gas and Regulators.

Hirers should also be able to hire the BBQ with exclusive use of the courtyard.

Unanimous support for purchase of 2 BBQs at around £750.

9. Office PC

Backing up information could be better

Limited back up completed regularly

2 screens would be useful especially for HMRC etc.

2 drives in pc would eliminate separate backup - data automatic onto both

If post office comes into the village hall we may need new pc/back up need to consider.

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Agreed to keep thinking and wait until outcome of Post Office discussions are known.

10. Events

La Roue d'Or:

see paper information. 10th September. Sam S to help with IT

Research emails address, mail chimp out or Chris to send out.

Offer showers – male and female changing rooms

ALL IN FAVOUR as per proposal – BEN ABSTAINED

Scouts /fireworks:

Letter from scouts shared with attendees at meeting

Propose to run BBQ at the fireworks plus a Race night

5% of profits donated from BBQ

ALL IN FAVOUR as per proposal

11. Christmas cards

To have cards printed. Do not include date, and use Seasons Greeting. To send to user groups, volunteers, helpers, grass cutting man, etc.

Unanimous support.

12. Website and Minutes

Draft minutes to be verified by Chair and then circulated to committee and to the Webmaster at Lingwood Parish council for addition to their website.

- Sally to forward to Web master last minutes, these minutes and Social club minutes marked as draft.

13. Date of meetings

Dates circulated to committee members.

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14. A.O.B

Methodist Church email inviting hall to have flower arrangement at their flower festival (email circulated to committee members) to celebrate their 150th anniversary September in. £30.00 is available from the church towards the flower arrangement if needed. Unanimous agreement. Carla and Sally to lead.

WiFi - To make wifi available daily from 9am to 11pm

Carboot sign on A47 need moving to move visible position. Sign should only be up for short period of time.

Panels on roof income to be explored.

Bouncy castles electrical charge if plugged into hall supply. Agreed that no issue in the round as bouncy castle use is dependent on hiring the courtyard exclusively.

Dog fouling on field. Tony to ask the parish council to move dog waste bin to move appropriate site by Oak tree. Tony to take to parish council meeting. Signage to be put up.

Horse racing tickets use spare tickets for PR. Invite people who we need to talk to about the village hall.

Oven – need new ovens. Need instructions on how to use put in kitchen. Use old ovens from garage for big events. To discuss when a proposal is ready.

Banner to be put on front of hall soon as possible

Macmillian Coffee Morning – volunteers to run. Last Friday in September. Janet to contact Macmillian. Unanimous agreement to run without charge.

John and Wendy's son is will. No web work to be complete for a while and washing and ironing to be covered by others please. John to pass on our best wishes

Weekend clean staff needed. One weekend in three. Some options, but will require more thought.

Summer Ball September 9th. Bands organised. This is our one 'cost neutral' event. Unanimous agreement.

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Next meetings

- 27th June -events meeting at 7pm
- 11th July – Social Club meeting at 7pm
- 18th July– whole hall meeting at 7pm

Meeting closed at 9.05pm

Agreed by.....Chairman

Signed.....

Date.....

Minutes produced by.....Sally Medler.....Hall Steward

Signed.....

Date.....

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