



Minutes of the meeting of the WHOLE HALL COMMITTEE held at Lingwood Village Hall, Station Road, Lingwood on Tuesday on 18th July 2017 at 7.00pm when there were present: Ben Bethell (Chair person) Stephen Moore (Treasurer), Sam Bethell, Jim Marshall, Mary Moore, 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 Paul Sheldrake, John Reed

Ben explained that anyone attending the Whole Hall meetings are welcome to vote and give their views but only the Lingwood Village Hall Trustees vote would count officially where decisions have to be made.

2. Declarations of interest

New standing declaration from Sally Medler & Kerry Sturman - Item 11 Staffing and Additional Responsibilities

3. Minutes from last meeting

Minutes from 13th June Whole hall meeting were read and approved.

4. Finance Update

Report produced by Stephen and shared at meeting:-

Finance Report June 2017

Treasurers Account. Opening balance Jan = £ 773.23

Closing balance Jun. = £6662.99

Income January to June £15,865.72

Expenses General £12,364.83

LINGWOOD VILLAGE HALL AND GROUNDS MANAGING TRUSTEE COMMITTEE.
Registered Charity Number – 303999

Mr Ben Bethell (Chair)
62 Station Road
Lingwood
Norwich
NR13 4AZ

Mr Stephen Moore (Treasurer)

Secretary (vacant)

Capital/facilities £4,464.49

Refund from Dec 2016 £500.00 (cheque issued Dec16 presented Jan17, Chinese Arts)

Deposit Account Opening balance Jan £70,000

Closing balance Jun £35,000

Transfers from Deposit Account £3,000.00 Jan to T. Account

.. . . . £35,000.00 Feb. (Gill & Son, Reed Spicer & P James,

balance to T. Account

Capital/facilities Expenses

Picnic tables £999.96

Upstairs kitchen/stage build etc. £1,491.47

B B Qs. £746.79

Fence/paving. £384.00

Pentanque poles/aggregates etc. £842.27

Total £4,464.69

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Income Jan to Jun 2016 £13,622

Income Jan to Jun 2017 £15,866

Increase 16.5% on last year to date

Stephen and Kerry have the accounts new systems working now.

£72,000 in January 2017. Closing account at date is £6662.

Compound fence costs discussed.

Social Club have just made a payment to the Hall and the next one is due in December.

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Income from solar panels Anne is looking at the renewable energy that the hall produces. Paper work was not completed correctly by the installers and need to be redone.

East coast Emeralds have highly praised and recommended the village hall on their facebook page

5. Social Club Update

Bar staff replacements have settled in well and are good. Beth is returning to cover some party hire shifts

More members are still signing up each week.

Pétanque court is finished, Boules behind the bar and will be issued in the same way as Pool, Darts etc. Social club Members will have priority in using it.

Picnic tables to be situated by Pétanque Court and also between the bar side door and the MUGA. Need pottery flower pots and stands for cigarette butts on each picnic table. Ben & Sam say they have some that can be donated. No glass allowed in MUGA .

Tony has raised the concern about dog fouling in the hall ground with the Parish Council Committee and asked for a bin to be moved to the hall grounds exit by the school. This was agreed to by the parish council committee. Bin from Buckenham Road to be moved there.

Adults can become a social club member by visiting the bar and signing up and paying the membership fee of £5.00 which covers membership until the end of February.

BBQ – new BBQ working well.

The Social Club toilet brushes need replacing. Ben to order some on the Tesco order.

Card reader in the bar. Decision to keep it at present. Review later.

6. Premises Update

Items in the Garage and Compound need sorting. Compound storage need a lean-to cover over rubbish, recycling, etc.

BBQs have small wheels which is causing a problem on the compound ground. Need a path laid so BBQs can be wheeled out easily. Agreement to install concrete path. Agreed unanimously.

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

Old BBQ to be loaned to the school for event on 19.7.17

Main gate damaged last month has been repaired by volunteers.

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Gates and/or bollards needed by turning circle banking, outside side doors on North side, near the MUGA. Large 12ft wooden gate (estimated £300.00) needed at the field entrance by MUGA for Car booters. This will enable carboot stall holder to wait off road for the car boot to open.

Old hall gate to be used as barriers in car park near ditch.

Hall entrance sign – metal needed, already have the board.

Hall floor surfacing - estimate cost of £1465.00. Agreed unanimously. Main hall closed Wednesday to Friday.

7. Charges for 2018 – Ben to send round.

Compare with other similar halls in the area. Suggestion to increase charges for commercial groups. Ready to review by end of the year to use at the end of the year. Additional charges -BBG, Gas, Deposit, etc. Send current charges document out with minutes.

Covering letter/email with bookings. Reiterating important points of hire conditions.

8. Lingwood Post office / Coffee shop

Post office - Positive meeting. At next stage need a business plan.

Next steps - Retail Requirement

- Greeting cards , ? provision, Stationary, Confectionary

Coffee Shop - One person to run coffee shop. Days and times to be sorted. ? honesty box

9. Office PC

Standard PC with 2x 24in monitors, cables, Windows 10/ £550.00 inc VAT. Agreed unanimously.

10. VAT & Income.

VAT freshhold £85,000. Not an issue at the present time. Social Club may need to be registered in the future.

11. Staffing & Additional responsibilities

Discussed attached proposal. Agreed unanimously.

12. Dates for next meetings

updated suggestions attached to agenda

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13. A.O.B

Floodlight over Pétanque Court needed.

Leaflet rack – Not needed at the present time.

Main Entrance doors – closing time discussed. Keep open until last orders at 10.45pm (5.45pm on Sunday) Lights on until 11am.

CCTV - areas discussed

Birthday Ball Ask local florist for quote for small fresh flower table decoration x12 (these can be sold at the end of the evening) florist able to advertise.

Disabled parking marking still need marking up.

Kerry thanked the committee

All cash or credit account need to be verified and authorised by the Finance Group as per Finance policy. Happy for a cash account at Rhino.

Meeting closed at 9.05pm

Agreed by.....Chairman

Signed.....

Date.....

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

Signed.....

Date.....19/07/2017.....

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