



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 21st November 2017 at 7 PM when there were present Ben Bethell, Stephen Moore, Mary Moore, John Reid, Anne Bone, Tony Gould, Christine Sowell, Nikki Buckley, Sally Medler, Richard Bethell, Brian Whiskin, Kerry Sturman, Sam Bethell, Jim Marshall, Paul Sheldrake.

1. Welcome and Apologies Ben welcomed attendees, apologies from Carla Sutherland, standing apology from Cathy Townsend.

2. Minutes from last meeting

Hall hire charges to be published now they have been updated.

Kerry filing minutes after they have been agreed and to forward agreed minutes to the parish council web master. Sally to email draft minutes to office to distribute draft to committee and parish council web master.

Whole hall meetings are attended by Lingwood Village Hall trustees and social club committee members. The public are welcome to come and listen.

3. Social Club

Whole hall agenda had not been received by Anne, Tony and Nikki. **ACTION** Ben to check distribution list.

Social Club staff minutes distributed to committee members via Facebook social club committee page

Relevant points from the last social club committee meeting were raised at staff meeting.

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Registered Charity Number – 303999

Mr Ben Bethell (Chair)
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Mr Stephen Moore (Treasurer)
Willow Close
Lingwood
Norwich
NR13 4EU

Secretary (vacant)

Need a new card reader and there is a need for one in the office and the cafe. At present there is a charge of 3% to users. This cannot be added after Christmas. Machine will cost approx. £25 per month. All in agreement that a new machine is needed and costs are ok. **ACTION** Kerry, Ben Paul to understand and agree what machine we will have going forward.

Jim, Paul, Ben and Mary are to look at bar prices and make increases as necessary in accordance to the increased cost of the stock.

The social club donation to the hall will be made in December instead of January.

4. Finance report

Treasurers reports read

“LVH Deposit Account balance £32,949.37 no withdrawals this period

Treasurers Account

This period the main events were the Firework Night and the opening of HUG-A-MUG

Firework Event Net ticket sales £4,751:91

Event expenses £3,681:07

(this figure is a total of the fireworks £3,000, advertising banner, liability insurance Temp. fencing and food)

These figures exclude any contributions from the Social Club or donation from the Scouts BBQ.

Other expenses this period were as follows:-

Dragon Security £612.00

Fire Alarm & Extinguisher Maintenance £432.00

(this figure included £228.00 unpaid in January).

Rhino wood & plumbing for the upstairs kitchen.

Mouse & keyboard added to office spare P C

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HUG-A-MUG coffee shop opening

Set-up expenses from T/A initially £1,092.51, includes coffee machine rental

Up to 17th November £1,588.27

Takings after 9 days £954.85

Outstanding set-up £633.42"

Action Scouts donation still to come from firework event. Kerry to follow up.

Chairman thanked Stephen and Kerry for their efforts with accounts.

5. Hall manager's update

Kerry (Hall Manager) doing a lot of the work Ben was doing

NEST work place pension now in place for Hall manager as required by law.

A saving on the lift inspect from £800-£300, to complete two inspections per year.

Coffee machine maintenance organised.

Main Hall floor needs to be kept cleaner. Advice from Conrad who coated floor was to buy a scrubber dryer. The hall floor is an important asset of the village hall. Quote from Hugh Crane £1300 for dryer, plus buffer and foam £300. Total £1600.

Discussion on if to purchase scrubber dryer – **Unanimously agreed** to buy a scrubber / dryer

CCTV - John Ketteridge from Dragon Security provided estimate for eight channels CCTV and cameras £2289. 16 channel CCTV with eight cameras £3392. Both include 24 inch monitor and maintenance. This include replacing 4 cameras + new 2 cameras in courtyard and two on the front doors. **Unanimously agreed** for 16 channel system. **ACTION** Kerry to progress.

Kerry is counting social club bar tins daily and reducing floats and the number of tins on premises.

Well done to the team of volunteers of the Hug a mug cafe. Takings banked daily.

Kerry had a meeting with Trevor Lilley from Department of work and pensions in regards to having work experience placements Kerry signed up to this. **Unanimously agreed**.

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Kerry has been able to follow the finance policy and make some decisions without referral.

Weekend cleaners meeting organised for this weekend by Kerry.

Christmas party in organisation with school.

New Year's Eve party planning in hand.

Grand draw. To be drawn Christmas Eve. To start selling now.

Chairs says fortunate with the staff employed by the Hall. Carol continues to adjust to changes as needed and is thanked for doing so. Sally now works six hours a month mainly covering minute taking and writing for 2 meetings a month plus will also cover some of Kerry's leave. Kerry now works 25 hours per week. Chair thanked all staff will contribution.

The proposal for a Friday fun night for children twice a month 7 PM to 9:30 PM. On the fun night only adults allowed in the clubroom. Parents to stay in the building. Parents of under fives to stay in the main hall. Kerry, Sam and Kelly to monitor the hall. No children allowed in the building after 9:30 PM on a Friday fun night. To start in January 2018, normally the second and fourth Friday of the month. **Unanimously agreed**

6. Village Hall governance proposal

Proposal to have the village hall governed by the parish council. The parish council is well regulated by Broadland district Council. Current Village Hall Trustees and staff steady and settled. There are necessary outgoings each month now on expenditure and staffing. Finances are well controlled at present. The hall is in a good place. No loans. At present the village hall trustees committee is regulated by the Charity commission, there are some shortfalls in this. It is not always well regulated. Parish council if they became the governing board in charge the village hall would be better controlled by external bodies. If this proposal was accepted it would need to go to the AGM of the Village Hall and to the Parish Council AGM for 2019 for acceptance. The village hall would have its own management committee. **ACTION** Ben to have further discussion with the Parish Council and bring back to the whole hall meeting.

7. Post Office

Original application deadline was not met. Re-application needs to be done before 31st December 2017.

8. Hug a mug café

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Bringing in regular customers, takings on average roughly £100 a day. In the New Year the Little Feet group will move upstairs into the Function Room on a Wednesday morning. This will enable the cafe to be open four days a week. The cafe has a five-star food rating. There was an inspection this week. A finance policy for the cafe is to be developed and to be accepted at the next meeting. **ACTION** Kerry. There is a need for a larger fridge which will cost approximately £200. **Unanimously agreed**

Fridge temperatures in kitchen need to be recorded daily.

There is also a need for a panini toaster.

In the future it could be possible to have a kitchenette at the side of the stage to free up the main kitchen for hall food use.

With the cafe's success there is now a need for a paid staff role who would cover providing food, ordering stock, cleaning the kitchen. 3.5 hours per day, 14 hours a week, cost £112 a week, cafe is making approximately £300 a week. **Unanimously agreed. ACTION** Ben and Kerry to progress.

9. Staff appraisal

To plan staff appraisals. To be discussed at next meeting.

ACTION Kerry to send a copy of contracts to all staff.

10. Waste

Cafe customer has says she wished to recycle the cans for charity. **Agreed unanimously**

Dog waste bin still to be relocated as previously agreed.

Bins - £80 per year waste transfer. £12.95 per lift, for 660 litres bin. To be stored in the compound. **Unanimously agreed.**

11. Courtyard lighting -need electrician to fit lighting.

13. Upstairs kitchenette - Ben to check with plumbers as there is a plumbing issue they need advice on.

A.O.B

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- Firework banner needs removing from A47. **ACTION** Ben
- Noticeboard outside light not working. **ACTION** Ben
- To record maintenance tasks/ issues in a maintenance log. Kerry to organise and record. **ACTION** Kerry
- Kerry to sort bank authorisation. **ACTION** Kerry
- Kerry organise auditing of end of year books. **ACTION** Kerry
- Perimeter hedging needs cutting. **ACTION** Kerry
- New ovens still to be ordered for kitchen.
- The redecoration of well used areas to be organised. **ACTION** Kerry and Ben to consider

Next meeting-Tuesday, 12 December 7 PM

Meeting closed 21.10 hours.

Agreed by.....Chairman

Signed.....

Date.....

Minutes produced by.....Sally Medler.....Minute Secretary

Signed.....

Date.....

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