



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 12th December 2017 at 7 PM when there were present Brian Whisken, Stephen Moore, Mary Moore Janet Marshall, Paul Sheldrake, Richard Bethell, Anne Bone, John Reid, Carla Sutherland, Ben Bethell, Kerry Sturman, Sally Medler.

Also attending were Parish council representatives - Giles Mac, Simon Stephens, Marina Tubby

1. Welcome and Apologies

Ben welcomed attendees, apologies from Jim Marshall, Nikki Buckley, Sam Bethell, standing apology from Cathy Townsend. Ben gave an explanation of the whole hall meetings to the Parish councilors. Trustees have final say on any decisions. There is no hall steward now, instead there is a hall manager.

2. Declarations of Interest

No new declarations noted

3. Minutes from last meeting

Minutes from last meeting were read out and agreed. Ben Bethell signed them.

A gift of a clock for the Henry Burroughs Room was given by Anne Bone. Anne was thanked by the committee.

Actions from the last committee meeting;-

- lift inspection completed
- floor cleaning machine purchased
- Hug A Mug Cafe taking on average hundred pound a week. Still looking to employ a member of staff, there has been some interest.
- The re-issuing of staff contracts still to be done. **ACTION**
- Waste disposal still to be organised **ACTION**

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)
Willow Close
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Norwich
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Secretary (vacant)

- Kitchenette and toilets in the function room to be completed over Christmas. **ACTION**

4. Social Club Update

Bottle banks have been emptied and been credited

Wedding party this weekend extra staffing needed in bar

Disabled toilet to be repaired before the weekend. **ACTION Ben**

Sono to be attached to wall **ACTION Ben**

Glass washer and ice maker to be moved into place. **ACTION Ben**

Saturday night committee cover difficult to cover, if no cover available may need to consider having extra paid staff on. To consider how long extra staff would be needed for and additional tasks to complete whilst there. Now that there is no bar supervisor there maybe a need for extra bar management to be put in place for staff guidance. Some bar staff still in need of extra support. **ACTION Mary & Paul**

Children's Christmas Party : Extra bar staff may be needed to cover. Sam S is helping with the party and may also be able to cover bar as needed. **ACTION Kerry**

New Year's Eve Party : disco has been booked: Colin Gee. Costing £350. To promote event in Club Room on the boards and table flyers. Social Club is closed that evening. The New Year's Eve party is a hall event and only ticket holders are allowed entry. Any unsold tickets to be available on the door for purchase. The Club bar entrance door to be locked and not to be used during the evening, with signage to say not in use. **Action: Mary & Paul**

Social Club Committee and Village Hall Trustees do not need to buy a ticket as they maybe needed to volunteer during the evening. If they do not wish to volunteer during the evening they will need to buy a ticket. Any hall or bar staff not working will need to buy a ticket. There are 250 tickets for purchase.

5. Hall Managers report

The floor cleaner has been purchased. Staff are looking to see which day is best to clean and wash the floor. The main hall floor may need cleaning twice a week. After weekend parties it may need cleaning and the Boccia Group need a clean floor to use the Boccia balls on so that they are kept clean. The floor only takes a half hour to clean and dries within minutes after washing. Some staff have been trained to use the floor cleaner.

The CCTV is in place. Kerry has had training on how to monitor and operate the CCTV, this will mainly be done from the office. Notices are in place for informed public of CCTV.

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Social club floats have been reduced in total.

Kerry is on leave from 19 December to 2 January and is presently sorting the floats for this time. Also December wages to be completed before Kerry starts her leave. Sally to cover fire alarm test whilst Kerry is away.

Social club treasurer to deposit the donation to the hall. **ACTION Paul**

Weekend cleaning important and staff to be trained. **ACTION Kerry**

E-mail has been sent to regular hirers which included notification that during hire times their booking slot may be used for other purposes such as public consultation or elections, etc.

19th January - Railway crossing consultation meeting.

In June there is a highways public consultation in regards to the A47 developments.

If the hall received bookings which are of community interest, such as consultations, the information is to be shared with parish councilors so they are aware, by e-mail being sent to parish clerk. **ACTION Kerry**

Post office: application to start the process has been submitted.

Weddings - Mary Moore to help coordinate the wedding receptions. For a wedding in August no deposit has been received and it is difficult to make constructive contact with the booker. Kerry to continue to try to make contact but if no positive communication has been completed by January 1 then the booking will have to be formally cancelled. **Unanimously agreed** to cancel the booking if confirmation and deposit has not been received by 1st January. **Action Ben and Kerry.**

Friday Fun Nites – mixed reaction to publication of event. First night will be 12th January 2018. No need for DBS checks as parents will be responsible for their own children and remain in the building, there will be hall staff and volunteers supervising the main hall. No children will be allowed in the Social Club room after 7 PM on Friday Fun Nites. Children and families are welcome to the main hall parents to remain in the building.

Pension is up and running.

Whiteboard to be put in office for a maintenance list. **ACTION Ben**

6. Premises update including kitchen storage and additional CCTV

Kitchenette and toilet upstairs in the function room still to be completed **ACTION Ben**

CCTV. Screen in bar with view of nine cameras. System can have 16 cameras at present has 8 cameras. System also can be viewed from the office computer.

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Additional camera needed in corridor near toilets and changing room, to position a camera each end of the corridor. Camera to be positioned upstairs near the door over the gantry, looking towards the Function Room. The system records all eight views.

To request quote from Dragon with and without wiring. To bring to next meeting **Action Kerry**

Kitchen is having more use. There is a need to put the kitchenette in the hall wing. And to divide the garage with stud walling. To request quotes. **Action Ben**

One fridge has been replaced in kitchen. Old fridge stored of future use.

Ovens yet to be sorted.

Unanimously agreed to install kitchenette in the stage wing.

Extension of the office. Quote was received for a 4 m x 3 m extension. This may need to be increased in size. This will give additional storage for stock and barrels. This will enlarge the cellar making it a third bigger. And give dray access.

There is a need for a bigger office as the hall is now more busy. To look into grants available possibly from post office.

Having a post office in the village is valuable to the parish. To have a post office at the village hall will increase footfall into the hall and will increase cafe takings, room hires, group sizes, etc. positive move for the village hall as it will increase income opportunities.

7. Trusteeship and Parish Council

Parish council have been asked to consider taking over the governance of the village hall and the parish council have agreed to consider this. Next parish council meeting is in January, which is not a public meeting. There are a lot of questions to be answered, such as :-

- Is this a desired proposition?
- What are the legal implications for the parish councilors?

The parish councilors wish to get together with the social club committee and the village hall trustees. Trustees feel that this may be the correct thing to do. The parish council can run the village hall as a charity. Ben Bethell is no longer on the parish council. The option of the parish council taking over the village hall was raised over 2 1/2 years ago. More information is needed by the parish councilors to know about liabilities such as being responsible for staff actions. These liabilities might be insurable.

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8. A.O.B

Next meeting: new dates for next year's meetings and the AGM to be circulated by Ben. Social club and trustee meetings are normally the second Tuesday of the month. **Action Ben**

Email agendas and minutes to parish council clerk for circulation to the parish councilors. **ACTION Ben, Sally and Kerry**

Jim sent his thanks for the get well card and gift following his operation.

Kerry organised a get well card and gift for Nikki following her operation. **Action Sally to deliver.**

Meeting closed at 9:15 PM

Minutes agreed by Ben Bethell - Chairman: Signed..... Date.....

Minutes produced by Sally Medler -Minutes Secretary: Signed.....Date.....

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