



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 1<sup>st</sup> May 2018 at 7PM when there were present Ben Bethell, Jim Marshall, Sam Bethell, Brian Whiskin, Mary Moore, Stephen Moore, Janet Marshall, John Reed, Sue Sturman, Kerry Sturman, Christine Stowell, Nikki Buckley and Paul Sheldrake.

Also attending was Parish council representative – Giles Mack and Member of the Public – Anne Bone

#### **1. Welcome and Apologies**

Ben welcomed attendees, apologies from Carla Sutherland and Richard Bethell.

#### **2. Declarations of Interest**

None.

#### **3. Minutes from last meeting**

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

Outstanding actions from the last committee meeting noted.

#### **4. Hall Managers update**

Kerry advised that we have four Weddings for 2018 and one confirmed for 2019. She asked whether prices should be increased for Weddings where the Bride/Groom/Parents live outside of the Parish as we may lose local business and people from outside may take advantage of our lower prices. It was suggested package price should be £800 with a reduction to £630 for those living in the Parish. **unanimously agreed**

Kerry advised that she and Stephen are meeting on 15<sup>th</sup> May to actively look at our utilities, updating bank, Charities Commission and our PRS licensing and to update the Finance Policy.

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  
Lingwood  
Norwich  
NR13 4EU

Secretary  
Brian Whiskin  
Christine Avenue  
Lingwood

There have been some new groups booked – Tuesday Art, Mindfulness sessions starting in June, Fitness at the Street are increasing to three sessions a week in June and will be paying for storage.

Fun Nights continue to be popular. We average 26 children per session. John Reed suggested that these should run fortnightly to make it easier for Table Tennis, following some confusion over their dates. **unanimously agreed** to leave at 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month as this is easier for all to remember.

Advertising – Kerry advised that she is going to get working on physical advertising, including updating posters and table talkers.

Cleaning – Brigitte Parnell is now on board. She works 1.5hrs each Friday and every other weekend. We are getting over some teething problems but all in all good progress. Carol is on holiday w/b 21st May so Brigitte will cover.

Stephen provided a Financial Update advising that we our income in up for the first three months of the year, year on year. Jan- Mar 2017= £7,525.72 Jan-Mar 2018= £16,007.97

Stephen advised that the Easter Eggtravaganza had brought in £1512.25 to the Village Hall overall (including £295 from HAM and £526.20 of SC takings)

Ben reminded all that our financial reporting is available to all, on request.

Jim asked if we were getting close to VAT thresholds. Ben advised we need to continue to be mindful and keep a close eye on things.

## 5. Social Club update

Jim advised that there have been some staff issues in the past month which are now resolved.

Two new team members have joined – Tom Barrett and Niki Davenport

## 6. Hug A Mug update

Sue advised that HAM continues to go from strength to strength, averaging £500-£550 per week. Car boot took £155 in coffees and bacon rolls a couple of weeks ago.

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A meeting of the volunteers was held on 30<sup>th</sup> April as a thank you as HAM is now 6 months old. Discussed new menu ideas and a questionnaire which is going to be used to get feedback from customers and bring in new ones.

## 7. Premises update

Kerry advised that a quote of £182.40 (inc VAT) had been received from Dragon Security to fit magnetic contacts to the Bar and Office Doors to help prevent false alarms. Kerry asked if this could go ahead. **Unanimously agreed**

Thank you to all who have volunteered time to work on the new kitchenette. Sean Donovan is now completing the work with Ben. Work is aiming to be completed by end of May. **ACTION Ben/Kerry**

Some changes will be made in the main kitchen once the kitchenette is complete.

Lift is out of action. **ACTION Kerry**

Compound Gates need looking at – **ACTION Kerry**

## 8. Project Store

Ben raised suggestion of creating a flat in the space of the upstairs store room. (Rough plan shown) He advised that we could look to generate around £6k rental per year. He asked that all think about whether this was the right use for the space or whether another use could be found which would benefit the community more directly.

Ben advised that should we want to go ahead we would need to pass planning and need to justify the benefits.

## 9. GDPR (General Data Protection Regulations)

Ben talked through the new GDPR regulations and how they effect us all. (Copies of information held on file) Message clear to all – if in any doubt about how you are handling personal data speak to Kerry or Ben.

All paper copies of personal data (HR files/Membership forms) must be kept in the office. **ACTION – Jim/Kerry**

Social Club Membership forms need to be updated. Past Membership forms to be shredded. **ACTION – Jim/Kerry**

Need to ensure no bank details are held for pass bookings. **ACTION – Kerry**

## 10. Cluster

A date has been set of Wednesday 20<sup>th</sup> June for the first meeting of the proposed Cluster of Village Halls and Community Spaces. An invite is in the process of being sent to those involved in the local halls. Ben read this out. We hope to be able to support other halls and share and gain knowledge in many areas.

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## 11. Events

Easter was a great success. Thanks to Mary and Clare and all involved.

Events coming up – Ceilidh on 19<sup>th</sup> May and SC BBQ and Car/Bike Meet on 27<sup>th</sup> May.

## 12. AOB

Mary advised that there is a problem with the saplings in the field. She is awaiting a response from the supplier. **ACTION – Mary**

Brian asked when the extra Bonket seating is being put in place. Ben advised next week. **ACTION – Ben**

John reminded everyone about the Bank closing in Acle on 15<sup>th</sup> May. He will use Heartsease. Stephen happy to collect items from Hugh Crane if required.

Jim asked if signage should be put on the MUGA advising that no dogs are allowed. Ben suggested this should be taken to the next Parish Council meeting. **ACTION – Giles**

Ben advised that our rates have been increased due to the inclusion of the MUGA. He has written to the PC advising that we will recoup that cost from our end of year payment. **ACTION – Kerry**

Janet advised that she was making drapes for the foyer to provide privacy for weddings and functions. Expected cost of material £15 per metre. **Unanimously agreed**

Janet advised that she has now updated the latest Parish News with our What's on information and that there is a new contact who will come to the office to discuss future publications with Kerry.

Meeting closed at 8:50 PM

Next meeting: 12<sup>th</sup> June 2018

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

Minutes produced by Kerry Sturman – Hall Manager: Signed.....Date.....

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