



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 12th June 2018 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, John Reed, Sue Sturman, Kerry Sturman, Christine Stowell and Richard Bethell.

Also attending was Parish council representative – Marina Tubby and Member of the Public – Anne Bone

1. Welcome and Apologies

Ben welcomed attendees, apologies from Brian Whiskin, Mary Moore, Stephen Moore, Carla Sutherland, Nikki Buckley and Paul Sheldrake.

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.

- PRS licensing, Charities Commission and updating the Finance Policy. Ben noted that we expect to pay around 2% of our annual turnover to PRS – **ACTION Kerry/Stephen**
- Compound Gates need looking at – **ACTION Ben/Richard**
- 'No dogs allowed' sign required for the MUGA – **ACTION Marina to remind Giles**
- Alarm codes to be changed – **ACTION Ben/Kerry**
- SONOs to be mounted to the wall – **ACTION Ben**
- Picnic tables to be secured – **ACTION Ben**
- Curtains to be removed from the hall ready for a wedding on 23rd June – **ACTION Ben**

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

4. Hall Managers update

Kerry stated that the kitchenette has made good progress and thanked Sean for his efforts. He has invoiced us for 20hrs work but has worked a lot more than that.

Kerry and Ben to plan when the water boiler can be moved across from the main kitchen. **ACTION Ben/Kerry**
Oven to be ordered. Two suggestions of ovens were made – double or single. **Unanimously agreed** to purchase a double oven at a cost of around £400. **ACTION Ben/Kerry**

Sundries to be purchased – dustbin, kettle, microwave etc. Carla has offered to help with this. **ACTION Kerry**

Bookings are flowing nicely, although no figures available for comparisons year on year. May invoices are due this week. Kerry stated that we are lucky with our regular hirers that everyone pays without the need for chasing. Kerry stated that she would like to be looking ahead to Winter gaps but time is not allowing at the moment.

Cleaning – Brigitte has settled in well. We have had to purchase a new Hoover this week at cost of approx. £100.

Kerry advised that of her 25 weekly hours, she spends around 9hrs on Social Club work (cashing up/floats/invoices) and 2-2.5hrs on Hug a Mug. The remaining hours spent on invoicing, irregular/regular hires, banking, wages/HR/minutes. This means that there is no proactive activity, looking ahead for increasing bookings to the hall. Stephen to look at finances for the year so far. Ben suggested that our next meeting should be focused on the finances and look at priorities for spends for the months ahead. Many things are in the hall's mind to spend on – Project Store, Sound Boards for the Hall, Office Hours, Hug a Mug till, Petanque/electrics, decorating, general repairs. All need careful consideration. For the meantime – Sue to be utilised for HAM banking.

Ben suggested that fly bars could be made to accommodate curtains to assist with sound proofing in the hall and could be used for function decorations too if able to be lowered when required.

Thanks to Janet for making the privacy blinds, Yoga have been very grateful for them.

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5. Social Club update

Jim advised that the new team members have settled in well.

Kerry to raise contracts for Tom and Niki. **ACTION Kerry**

6. Hug A Mug update

Sue advised that HAM continues to go from strength to strength, averaging £500 per week. Friday opening for the car boot has taken around £1200. Ben explained that staffing for a Friday isn't costing anymore as Anne works on Mondays and Sue doesn't.

Ben advised that we will finish HAM Friday opening when the car boot finishes in September and look to open five days a week when the car boot starts up again in March 2019.

Discussion was held regarding increasing volunteer numbers, Sue explained the limitations of her time, she would like to be more involved in office tasks but due to staffing isn't able to as much as she would like to. It was suggested that we contact schools to be on their radar for work experience weeks. Whilst that would have limitations of what tasks could be given, it would be a good way to gain people into the pot and another thing that the hall can give back to the community.

Ben suggested that regular meetings are held for Hug a Mug and suggested that perhaps a Committee needs to be assigned to it. **ACTION Sue.**

7. Premises update

Ben and Jim are meeting again with the Petanque team. Good feedback so far. They need to extend the terrain. They will likely be hosting competitions. Costs for extending/electricity requirements to be discussed.

ACTION Ben/Jim

Ben reminded everyone not to adjust the velux window controls in the foyer. Suggestion that a cage could be fitted to prevent it being tampered with. **ACTION Ben/Richard**

8. Project Store

Following discussion last month, all to think whether we should move this project forward, whether it should be residential or office space.

9. Cluster

Agenda for our first meeting of local village halls and community spaces is taking place on Wednesday 20th June. We are expecting representatives from around thirteen buildings.

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10. Events

Ben advised that there would be no Summer Ball this year. He suggested that instead we hold a Thank You party perhaps in November. **Unanimously agreed**

11. AOB

Kerry asked for clarification regarding staffing of parties. Ben/Jim confirmed that additional costs for bar staff for parties over fifty guests is expected to be covered from the additional bar take from the function. There is no need for additional payment from the hirer – the £18 per hour for hall hire with bar stands, regardless of party size.

Kerry asked for clarification regarding purchasing of alcohol for functions as there has been some disparity between corkage charges for weddings and other functions where it was been paid for. All agreed that corkage charge is set at £3.50 per bottle where our glasses are used and £2.00 per bottle where hirer is bringing glasses. All hirers should be encouraged to hire the bar as part of their Function.

Richard reminded all to be vigilant in respect of locking our car park gates as a precaution to prevent travellers coming on site.

Janet asked whether some power points could be placed on the stage. This would be a relatively costly job and at the moment we do not have a high demand.

Janet requested that we look at shelving options for the Function Room cupboard whether we are storing wedding items.

Mary to have use of Kerry's keys in her absence. **ACTION Kerry**

Janet asked if a new bowls mat could be purchased for the Thursday group. Ben suggested that this is looked at as part of our financial review at the next meeting.

Janet asked whether ParkRun should be operated at the hall. Ben suggested Stephen Snowling may be interested. **ACTION Kerry**

Jim reminded all that large tables are not to be taken upstairs.

Meeting closed at 8:50 PM

Next meeting: 17th June 2018 – focusing on Hall Finances/Priorities

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

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

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