



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 17th July 2018 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, John Reed, Sue Sturman, Kerry Sturman, Brian Whiskin, Christine Stowell, Matt Dingle, Carla Sutherland, Paul Sheldrake and Richard Bethell. Also attending was Anne Bone (Member of the Public)

1. Welcome and Apologies

Ben welcomed attendees, apologies from Nikki Buckley.

2. Declarations of Interest

Carla and Ben – in respect of possible election of Matt Dingle to Treasurer.

Jim advised need to fill position of Vice Chair on the Social Club Committee.

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.

- Compound Gates need looking at – **ACTION Ben/Richard**
- 'No dogs allowed' sign required for the MUGA – **ACTION Reminder to Parish Council**
- Alarm codes to be changed – **ACTION Ben/Kerry**
- SONOs to be mounted to the wall – **ACTION Ben**
- Picnic tables to be secured – **ACTION Ben**

4. Co-option of Matthew Dingle/Election of Treasurer. Ben explained that Mary has stepped down as Vice Chair of the Social Club and Stephen has stepped down as Treasurer therefore these positions are available. Ben hopes that they will return in some capacity at some point in the future and asked that the minutes were noted to thank them for what they have done.

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

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

(Treasurer)

Secretary
Brian Whiskin
Christine Avenue
Lingwood

Ben asked Matt and Carla to leave the meeting.

Ben explained that he had suggested the Matt become Treasurer but was aware that they are friends and asked if this would cause any issue. **Unanimously agreed** to co-opt Matt.

Ben proposed to elect Matt as Treasurer. **Unanimously agreed** to elect Matt to position of Treasurer.

Matt and Carla returned to the meeting.

5. Hall Managers update.

Kerry stated that the kitchenette has made good progress. Locks have now been changed. Standard hirers will now use the new kitchenette. Weddings and bigger functions will have use of both.

Regular hirers have also been emailed to confirm which kitchen is available during their hire and they have been asked to reconfirm their requirements for 2018/2019 too.

Kerry advised that she had picked up the arrangements for weddings since Mary has stepped down.

3rd/4th/5th August – Maria Wilkin. All details finalised. Kerry to hand over the Clare S to run.

17th 18th 19th August – Klaire De'ath. Kerry is meeting with Klaire on 28th July to go through final arrangements and will then pass to Clare S to run.

Kerry advised she is on holiday from 4th to 13th August. Sue will have office keys and take care of switching over float tins in Kerry's absence. Provision will be made in the coming weeks' banking to ensure enough cash is on site to cover all required floats. Processes for organising floats will be looked at again in due course to make more efficient.

6. Social Club update

Jim advised that the new team members have settled in well and that they are recruiting for another team member as Sam is no longer working bar shifts, although she is helping on functions and fun nights. Tillie Grace has been employed as a 'Runner' to clear glasses etc for functions. This does have limitations as she is under 18 so unable to serve. Beth Hemmings will return in a similar role too.

Jim advised we have an Ipad waiting to be set up for the team's use to access the Google calendar.

7. Hug A Mug update

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Sue advised that Hug A Mug continues to stay strong. First meeting held last week, following meeting to be held with just an Exec. Committee to agree how HAM will run moving forwards, including advertising, increasing volunteers, menus and overall spending.

Sue advised she is planning the August rota, many people are available. Although she is sure, at this point most is covered, taking it week to week. Ben explained that this has been discussed at the recent HAM meeting, as a result it was suggested that our opening times should be reduced. Ben advised that this will now happen. If there are not enough volunteers, Trustees must consider paid staff as an option. **ACTION Sue.**

8. Financial Review

Ben advised that things have progressed well with financial reporting and since Stephen had been involved. Now though was time to draw a line in the sand before handing over to Matt. Kerry distributed an a copy of the Hall Accounts to end of June. Ben requested that a PDF copy be distributed to all Trustees, once queries have been checked and rectified. **ACTION Kerry.**

Jim queried what was happening with the solar panel. Kerry advised that Stephen was going to look at these once the new tariff for our energy had been finalised. **ACTION Kerry.**

Ben asked Kerry and Sue to leave the meeting.

Unanimously agreed to give Kerry a £500 bonus as a thank you for extra efforts. Suggestion was made to have a 'Do not disturb' sign on the door.

Ben advised that the Social Club Finance Policy was out of date and should now be updated to allow the working capital to be increased to £3500 as the previous amount of £1500 did not take into consideration staff wages. **Unanimously agreed.**

Ben requested that a separate bank account be created for HAM so that it can run in a similar way as the Social Club, making quarterly donations. **ACTION Sue.**

Ben again reminded all to be mindful of VAT thresholds.

9. Cluster.

Upton have become our first sign up. **Unanimously agreed** for Lingwood to also sign up.

Ben advised that a meeting is being held with South Walsham Village Hall and Heathlands to discuss group buying opportunities. **Action Ben, Paul, Jim**

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10. ParkRun

A meeting has taken place with Phil Henry, to discuss possibility of setting up ParkRun in Lingwood in the Spring of 2019. We would need to find £3000 after ParkRun make their initial donation. It was proposed that the Hall meet the cost of setup – though we remain hopeful that some funding will be found elsewhere.

Unanimously agreed.

11. AOB

Kerry has been approached by Sally regarding consecutive cancellation of Boccia, due to two weddings and the village fete. Sally asked whether there could be an agreement where they are not cancelled more than twice in a row. **Unanimously agreed** to continue with original agreement with Boccia – being a community group, they are subject to cancellations although we will do our best to minimise disruption. Suggestion that the Petanque terrain could be offered as an alternative.

Kerry has been approached by Pat Moss, asking for sun blinds for the hall to minimise glare onto the floor and table tennis tables. **Unanimously agreed** that this is not possible due to operational restrictions and fitting access.

Brian asked that Hug A Mug open the courtyard gates each day. **Action Sue.**

Sue asked when the hot tap was being fitted. Ben advised this weekend. **Action Ben.**

Chris had been approached by Angela from Zumba asking to ensure that the stage is always clear for her class. **Action Kerry.**

Jim advised that he has purchased a fly zapper for the kitchen which needs fitting. **Action Jim/Ben.**

Ben gave thanks to Jean for donating a fridge. This has been put in the main kitchen with the older one moved to the new kitchenette.

Carla advised that the floor has not been too clean again this week. **Action Kerry.**

Ben asked if all happy that spend on fireworks be increased by 10% to maintain the display at last year's levels. Also, as it's our 10 year anniversary, can we add another £1000 to this year's budget. **Unanimously agreed.**

FOLPA fete was a great success. Kerry to liaise with them for next years' dates. **Action Kerry.**

Meeting closed at 8:50 PM

Next meeting: 11th September 2018

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

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

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