



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 20<sup>th</sup> March 2018 at 7 PM when there were present Jim Marshall, Sam Bethell, Brian Whiskin, Mary Moore, Stephen Moore, Janet Marshall, Richard Bethell, Ben Bethell, Sue Sturman, Kerry Sturman, Sally Medler, Christine Stowell, Carla Sutherland, Paul Sheldrake.

Also attending was Parish council representative – Marina Tubby

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

Ben welcomed attendees, apologies from Nikki Buckley, John Reed.

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

DOI from Kerry, Sally and Sue (staffing)

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

Ben Bethell apologised for the minutes not being circulated, he had not been able to check them which held up circulation. Minutes from last meeting were read out by Ben Bethell and agreed.

Outstanding actions from the last committee meeting noted.

### **4. Hall Managers Update**

EAS and to be increased from £25-£26 per cut **unanimously agreed**

Easter work to start on 3 April. Scott Matless has been to visit Hall and is to provide a quotation for electrical work.

Function room key. Improved process. Zoe has been issued with key.

Wrestling event was successful. Good feedback. Hope to return in autumn.

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

Markings for disabled parking have been completed and signage is now in place. More markings needed for individual spaces.

Cleaning -need back up cover. Beth no longer wish to clean weekends. Extra person needed. Potential person has been contacted by Kerry. Sam to pick up more hours with Fun Nights and will no longer have regular weekend cleaning but will cover others leave as needed. Kelly no longer wish to cover Fun Nights.

National Living Wage to increase to £7.83 for over 21's from 1<sup>st</sup> April 2018.

Amend Finance policy so Kerry can adjust minor cost changes without clearance from committee eg grass cutting cost increase. **ACTION BEN /KERRY**

Spring Newsletter to go out to Hall users.

Main hall floor not cleaned this Monday was a one off.

## 5. Social Club Update

Mail Chimp to members going out. Add Summer Fete with Lingwood Primary (7<sup>th</sup> July) to event dates **ACTION JIM**

Need bar staff for 7<sup>th</sup> April. Clare Leeds has a contact for extra staff.

Ben to support close of bar with staff this Wednesday.

Bar chairs and tables in place and have good feedback.

Need Picnic tables out of storage. **ACTION BEN**

Lawns need cutting. **ACTION MARY**

Easter BBQ – 12-3pm Jim and Richard. Jim to get gas. 150 of both roll type. 250 burgers, 250 sausages. Frozen chopped onions **ACTION JIM and RICHARD**

Float needed for BBQ £250.00 in £1, 50p, £5. **ACTION KERRY**

Bar staff managing bar, club room and building whilst working. And will address issues as needed.

Social media policy to be tighten up.

Committee cover needed for Easter event.

Mary has purchased Easter Eggs.

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Footballer to have corporate membership £150.00 per year (August – June). (£85 for this year until July). (no voting rights, no discounts, no adhoc hire rights). Abide by hall and club rules. To be respectful of premises and staff. If hall staff need to clean changing room then footballers will be charged by the hour.

## 6. Hug a Mug

Rota of volunteers in place between 11am -6pm on Easter Monday. Cakes needed. No hot drinks to be served from the bar.

Finance Policy has been drafted and will be shared at the next meeting.

ECR cash registers quotes received. Need to monitor taking over next few months before committing to additional till. Need additional card payment machine. Iad now owed for use of café.

Need more volunteers.

Chairs and tables look great. Fresh flowers are received well by customers.

Cushions on chairs need clean under weekly **ACTION SUE**

## 7. Premises

Building work on schedule and to start 3<sup>rd</sup> April on Kichenette. Scott Matless have been in and to give quote on electrical work. Work top has arrived, Kitchen units sorted, May only need one of the old oven in new kitchenette. Microwave in store room which can be used in kitchenette. Fridge.

Dado rail on order

Seating in bar may not be done over Easter.

Lock for Referrers use to be put on Disabled Toilet.

Footballer wish to change layout of changing rooms, this hopefully will also make room for a changing places facility for people with disabilities who use the hall.

Lacquer on main hall floor is not wearing well in places. To contact Conrad for advise **ACTION Kerry**

## 8. Staffing

Increase for staff on £7.50 per hour to £7.83 (over 25's)

Increase for staff on £8.00 per hour to £8.25

Staff on £8.50 per hour and £10.00 per hour to remain unchanged.

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## 9. Post office

Discussed at parish council meeting. Letter from village hall had not been circulated before meeting. The Spar shop in the village is planning to have Strumpshaw Post office on their premises. To have a post office in the village is good news and the village hall trustees are very happy to hear this news.

## 10. AOB

Boccia Leader training to cost £10 per individual (additional funding is being funded by Active Norfolk for the workshop). 3 volunteers are attending the workshop. **Unanimously agreed** to pay for 3 to attend.

Social Club Bar able to serve until 5.30pm and badminton group can take their drinks into the hall whilst playing badminton.

Doors for cupboards for kitchenette to be got out of storage. New timber purchased for dado. **ACTION Ben**

Pink shuttlecocks needed for badminton groups **ACTION Sally**

Minutes to Parish Council **ACTION Ben, Kerry**

Scalextrics to be stored in bags under the stage. **ACTION Ben,**

Feedback from Saturday night was that Beth did a great job. **Well done and thank you Beth.**

Pictures in corridor are up and look great. Would be good to have more photos (perhaps of new build) **ACTION Ben,**

Photos needed in Function Room and Club Room. To approach local photographers Mike and Ian **ACTION Ben,**

Two more Wedding planned at village hall

Block dates for any staff holiday for big events. Plan to have next years blocked dates before start of year. **ACTION Paul**

3<sup>rd</sup> -6<sup>th</sup> April Main hall on in use because of building work. Use stage to store wood before building work start. **ACTION Kerry**

Meeting closed at 8:50 PM

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

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

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