



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 27th February 2018 at 7 PM when there were present Jim Marshall, Sam Bethell, Brian Whiskin, Mary Moore, Stephen Moore, Janet Marshall, Richard Bethell, John Reid, Ben Bethell, Sue Sturman, Kerry Sturman, Sally Medler.

Also attending were Anne Bone, and Parish council representative - Giles Mac

1. Welcome and Apologies

Ben welcomed attendees, apologies from Paul Sheldrake, Nikki Buckley, Christine Stowell, Carla Sutherland,

2. Declarations of Interest

No new declarations noted

3. Election of Officers (VH trustees)

Chairman : Ben Bethell - proposed by Stephen Moore, seconded by Brian Whiskin. All agreed

Treasurer: Stephen Moore – proposed by Ben Bethell, seconded by Brian Whiskin. All agreed

Secretary: Brian Whiskin – proposed by Ben Bethell, seconded by Richard Bethell. All agreed

Cathy Townsend stood down at the AGM. The Trustees thanks Cathy for all that she has done over the years that she has done as a Trustee.

4. Election of Officers (Social Club Committee)

Chairman: Jim Marshall – proposed by Sam Bethell, seconded by Brian Whiskin. All agreed

Treasurer: Paul Sheldrake – proposed by Sam Bethell, Seconded by Brian Whiskin. All agreed

Secretary/Vice chair: Mary Moore – proposed by Sam Bethell, seconded by Brian Whiskin. All agreed

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 (vacant)

5. Minutes from last meeting

Ben Bethell apologised for the minutes not being circulated. Sally had sent him to him on 31st January but he had not been able to check them which held up circulation. Minutes from last meeting were read out by Ben Bethell and agreed. Ben Bethell signed them.

Outstanding actions from the last committee meeting;-

- Sono to be attached to wall **ACTION Ben**
- Coat hooks **Action Richard**
- Saturday Night committee cover. Continue to monitor **ACTION Paul**
- Mary coordinating Weddings / needs storage space with shelving for equipment. Asked for Cupboard in Function Room. More Glasses need to be purchased. **ACTION Jim**
- Easter event – plastic glasses need purchasing. **ACTION Jim**
- Kitchenette needs stocking. 40 covers needed **ACTION Janet and Mary**
- Ovens still to be purchased **ACTION Ben**

Parish council are happy to continue with discussions in regard to trusteeship and constitution.

1. Hall Managers Update

Sean Donovan has completed 2 1/2 hours of the 10 annual hours which are paid by the parish council.

Curtains to come down in main hall **ACTION Ben**

Outside car boot starts this week for the summer season. There will be no car boot in the field if it is water logged. Discussion around the indoor car boot from the beginning of October. It has not been particularly financially beneficial this year considering the volunteering hours put in. Potentially the Hug a Mug Cafe could run on a Friday in the future.

Unanimously agreed not to have an indoor car boot in future.

David has marked out the football pitches.

Wage run completed for February.

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Invoices credit outstanding roughly £1000. British rail use of car park outstanding of approx. £700. The average monthly hire income is around £1500.

Zoe to have a key to the function room. Discussion around leaving a key in a lock box for occasional hirers and emergency contact on display perhaps in the front noticeboard.

Hall account approx. £8000 income in comparison of approx. £6000 last year. Social Club invoices are now being paid and sorted by Kerry. Clare Leeds is working well in her new role as casual hirers liaison. It is great to see Clare doing so well and covering most of the extra shifts as needed. Thanks to Clare.

Fun night is going well, last event had 32 children. Considering karaoke or disco for occasional fun night activities. Casual hirer enquiry in regards of a children's circus for 20th of April 7 PM to 9 PM. To consider extra hall monitors, may need a third member of staff. Thanks to the parents who are volunteering.

Hug a Mug Cafe averaging hundred pound per session, nice to see the regulars as well as new customers. Social club membership taking during opening of cafe. Seen an increase in the use of other rooms because of the footfall of the Hug a Mug Cafe.

The stewards/Hall managers have been tasked with managing bookings which works well with advice given by chair as needed.

Staff related issues are dealt with by Kerry with assistance from Paul, Jim and Ben.

Unanimously agreed that all were happy with the decision-making progress.

2. Social Club Update

Staff meeting completed issues shared in minutes. Queried if possible to have a Makro account -to speak to Makro manager **Action Kerry**

Membership fees coming in nicely.

Seating - general consensus is bench seating is good. Reminder that children are not allowed to run on the bench seating

Card reader - **Action Ben and Kerry**

Wi-Fi is running slower on the PC in the bar. Hug a Mug Cafe using Sam Bethell's iPad. Sam willing to sell to Village Hall. Declaration of interest from Sam Ben and Richard. **Unanimously agreed** for Stephen and Paul to research value and offer price to Sam **Action Stephen and Paul**

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3. Hug a Mug

Sue Sturman reports Cafe going from strength to strength. £2000 in Kitty (NB. wages need to be deducted from this). **Action Kerry**

Afternoon tea bookings for Mother's Day week are being taken. Eastern cash registers are being difficult to tie down to organise additional till to link in with bar tills. Sue advised by committee to continue to try to contact them. **Action Sue**

Cafe taking approximately £100 per day and costs averaging about £30 per day on wages and £30 on stock. Renewing the six month contract that the coffee machine.

Finance policy for Hug a Mug needs to be completed **Action Sue**

There is a need for a new microwave. Accounts are available for those who wish to view.

Church volunteers potentially are available.

4. Premises

Conversion of side stage wing to a kitchenette beginning over Easter. With building work starting on the Tuesday in the hall. Kitchen cupboards need buying to put in. Ovens need purchasing. Move boiler from main kitchen replace with hot boil tap. Quotes needed for electrical work, need ring main, sockets, lighting. Ben to instruct electrical contractors of what's needed.

Action Sally contact 2 electrical contractors.

Unanimously agreed to electrical work being completed.

Unanimously agreed for Ben to buy cupboards and for the installation by Alan Peek.

New chairs and tables for clubroom costing approximately £4500. Discussion around colour there will be slight variation in shade as it is dyed leather. The high tables can be used by pool table and dart board when not in use in the foyer during party hire.

Unanimously agreed wine coloured leather.

Bring in extra benching to fit on the back of the existing benches in clubroom, there will be a cost for fixing.

Hall has received a donated lawnmower.

5. Staffing (confidential) recorded separately.

6. Events

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10th anniversary fireworks propose special event. Such as more fireworks - may cost more money.

Unanimously agreed to having a special event which would incur more cost and may be a non-profit event.

Easter fair posters completed. Mary informed committee of planned attractions, lots happening. Additional volunteers needed.

7. AOB

Boccia Leaders training. To discuss at next meeting **Action Sally**

Discussion around doorbell when only one room is being used so front door can be locked. **Action Ben/Kerry**

Discussion on front doors being open more. **Action Ben/Kerry**

29th April - first club barbecue of the year, followed by monthly barbecues

19th May - Ceilidh dance

Compound - looking good very tidy, thanks to Mick.

Too many meetings planned. Drop social club meetings as whole hall meetings covers most items. Have only occasional social club meetings as needed.

Solar panels- research being completed

Petanque - will Hall have a team?

Reduce plastic use - paper straws have been bought , recycle more , glass bottles instead of plastic bottles where possible, look at new choices in soft drink and snack, health bars , the Hug a Mug Cafe will also be able to sell the same snacks and soft drinks. **Action Jim / Sue** look at options

Issue of unsupervised children in corridors, one found themselves stuck between locked doors in corridors.

17th March Wrestling - outside hirer, not a hall event. Tickets can be bought in advance or can pay on door.

Picture frames need repairing **action Richard and Brian**

Post Office - Ben read proposed letter to the parish council asking for support in the acquisition of the post office. Discussion followed **unanimously agreed** to send letter

Meeting closed at 9:20 PM

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

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

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