



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 11<sup>th</sup> September 2018 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, John Reed, Angela Whetter, Kerry Sturman, Brian Whiskin, Christine Stowell, Matt Dingle, Carla Sutherland, Richard Bethell and Steve D'Souza. Also attending were Charlotte Wiseman and Anne Bone (Members of the Public)

**1. Welcome and Apologies** - Ben welcomed attendees, apologies from Paul Sheldrake, Sue Sturman. Apologies also received from Steve and Andrea Robins (by post) who have expressed interest in helping at the Social Club.

**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.

- 'No dogs allowed' sign required for the MUGA – **ACTION Reminder to Parish Council**
- Alarm codes to be changed – **ACTION Ben/Kerry**
- SONOs and fly killer to be mounted to the wall. Electrician required – **ACTION Ben**
- Solar panels – **ACTION Kerry**
- Set up of bank account for Hug a Mug – **ACTION Sue**

**4. Hall Managers update.** Kerry gave an update of things from over the Summer:

- We've had three weddings and have some great pictures for the website and Facebook. Staff worked really well – thank you to all of the team. Plan to work on building relationships with people like Sam Race/Epic Event Hire/Casino man etc who worked on the De'ath wedding to put together a more structured wedding package.

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

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

(Treasurer)  
Matt Dingle  
Strumpshaw

Secretary  
Brian Whiskin  
Christine Avenue  
Lingwood

- Outstanding issue with corkage payment for the De'ath wedding, it has been chased. This should be paid soon. **ACTION Kerry**
- Some regular hirers had a Summer break. Sensi have now completely finished with us as they have moved everything to Mulbarton where they are based. Regulars have re-booked in for Autumn/Winter. Need to look ahead to 2019 and start developing new relationships with new hirers. Function Room needs particular help as underused.
- Steve Snowling is looking to increase what he does with us. Possibility of setting up a community gym.
- Potential issue with SW footballers. They did some Tuesday evening training sessions in June, for which they have been invoiced, however they have said it should not be charged for as it wasn't for a match. I've gone back and explained that we still had to maintain the pitch and didn't have anyone else use it. **ACTION Kerry**
- Fire Alarm Panel – We had an issue with the panel doing false alarms, engineer came from Security Solutions Yes and advised that it was still under warranty and would get it replaced at no cost. However, I then received an invoice for £632 which I have gone back and said that's not acceptable. **ACTION Kerry**
- Groundworks - Work has been done in conjunction with FOLPA to create an opening between the hall and school. Gates have been ordered. The turning circle has been sorted. Sean is due to come and do another tidy up around the paths. **ACTION Kerry**
- Car boot - takings from the car boot this year are down on last year. Contributing factors are loss of Kevin, he had a big following of stall holders, loss of some regular stall holders, lack of physical advertising. We have lost the banner on the A47 this year. **Unanimously agreed** that more physical advertising with posters is required for 2019, making sure that the positive elements of the site are promoted – indoor toilets, no restriction on stall space, plenty of car parking etc. All to think of other ways footfall and stallholders could be increased. **ACTION All.**
- ParkRun – A meeting was held at the end of July to discuss progressing ParkRun here. Twenty attended, things are progressing well. Phil has mapped out the course which is being trampled and will consist of three laps. Awaiting further update from Phil Henry.
- Fireworks - 10<sup>th</sup> Anniversary Saturday 27<sup>th</sup> October. Kerry advised that she has had a meeting with Debbie from The Village Book to discuss advertising for Hug a Mug and Fireworks. A competition to win four fireworks tickets will be published in the next October edition, free of charge. Debbie also has copy to use for an article on Hug a Mug in the following edition. We have a sweet stall – charging £15. Clare

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Serby and Kerry have a meeting planned to discuss booking other stalls. Ben is organising the printing of tickets.

- Cluster – we have our next meeting tomorrow. Six members (including LVH) Kerry advised that she has been approached by Alison Peart of Strumpshaw, who would like them to join up but at the moment, they have no funds available as it is tied with their new build etc. She has asked if we can help in any-way. Kerry suggested that LVH provides a loan of the £7.50 membership for them. **Unanimously agreed**
- Defibrillator training - 8th October. Spaces 3:15pm session.
- Pentanque - Grant application in progress for increase of terrain.
- Highways Agency consultations on 25<sup>th</sup> September. We are an information point too so we have some literature available for people. Any affected hirers will received a credit on their September invoice due to this being a compulsory reason to cancel their hire.
- Finances - We've maintained £7k in the bank for the past two months. Matt advised that in July we made an overall loss of £66.12, if all expenditure is taken off. However if we take off project expenses from the month (cost of gates/kitchenette expenses) we made £1069.05.
- Irregular hire during July and August has been up, mainly due to weddings. Overall we took £3628.50 this year compared to £1163.00 in 2017 for the same period.
- Regular hiring up to the end of August 2017 was £16,951.18, at the same point this year is £18,221.35.
- Kerry gave a mini update for Hug a Mug.
  - HAM takings for August were £3055.81 Their current bank balance is £8533.32 at end of Aug. This balance does not include indirect costs covered by LVH, such as high chairs, microwave, utilities etc. Some quiet days but some boosted by kids being off. Tues activities helped.
  - Advertising – we are in the process of completing a leaflet drop and there will be an article in the next Village Book.
  - Mini market starts 1st October. £5 per stall. Bread/cakes, cakes/pies, fruit/veg. The hope is that we will be able to develop this further with wider range of sellers.

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## 5. Social Club update

Jim advised that John Reed has agreed to stand into the position of Vice Chair, left by Mary.

Staffing has been causing a few headaches, as no replacement for Sam has been found yet. Jim suggested that the staff be asked if they would be prepared to do more shifts while a replacement is found. Clare Gordon has joined the team.

Jim asked that the bonket seating be finished off. **ACTION Brian.**

Memberships continue to grow.

Jim was pleased with the team's efforts for the weddings.

Thank you to Brian for sorting the lighting in the courtyard. John stated that solar lighting would be beneficial and save costs.

Jim has reminded all staff to be checking for memberships and ensure that cards are asked for as there have been several incidents of people 'losing' their card. A reminder to all that the Social Club is a members only bar.

## 6. Financial Review

Ben advised that we need to plan our projects from financial perspective – Food, staffing, building works.

As previously discussed, we have a need to increase office hours to enable more access to the hall and for Kerry's time to be freed up to move more projects forward. Ben advised that Sue has suggested that she change her HAM hours to enable her to be in the office between 3pm and 5pm. There would be an additional 2hrs in staff wages required to do this. Additionally we need to cover Fridays, it was suggested that we employ someone for 2.5hrs on a Friday – as a result the office will be open Monday to Friday 9am-5pm. This would see us through until March to plug the gap, in which time we will be formulating a plan for staffing requirements from March, taking into consideration HAM needs/ParkRun/food service. **Unanimously agreed. ACTION Ben/Sue/Kerry.**

## 7. AOB

Angela has been approached by Kirsty Daines to run a Macmillan coffee morning. Janet would usually but is away. **Unanimously agreed** to allow Kirsty to run the event and HAM would donate 50p for each hot drink sold.

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Brian asked about top soil for the courtyard grass. **Action Ben.**

Brian asked about finishing off the cupboard doors in the kitchenette. **Action Ben.**

Carla asked about flooring in the kitchenette. **Action Kerry.**

John asked about using the landing space near the lift to create some storage. Ben wondered if there were any safety requirements as this area is a refuge space in case of an emergency. **Action Ben.**

Janet advised that she no longer wishes to do ironing on tablecloths.

Nicki advised she is struggling to get enough committee cover for the coming rota. **Action all SC committee members.**

Angela asked about the planting of the new trees. **Action Ben.**

Angela asked if LVH should have a planted fir to be lit up for Christmas. **Unanimously agreed. Action Ben.**

Ben advised that there will be a need to hire a cherry picker to remove boughs from some of the oak trees. **Unanimously agreed. Action Ben.**

Ben asked that Nicki speak to Boccia and ask if we could buy them some suitable balls that could be used on the Petanque terrain in the event of a cancellation from the hall due to a wedding or event. **Action Nicki.**

Meeting closed at 8:50 PM

Next meeting: 16<sup>th</sup> October 2018

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

Date.....

Minutes produced by Kerry Sturman – Hall Manager:

Signed.....Date.....

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