



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 16th October 2018 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, John Reed, Kerry Sturman, Brian Whiskin, Christine Stowell, Matt Dingle, Carla Sutherland, Richard Bethell, Nikki Buckley and Steve D'Souza.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from 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.

- Alarm codes to be changed – **ACTION Ben/Kerry**
- Solar panels – **ACTION Kerry**
- Angela asked about the planting of the new trees. **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.**
- Angela asked if LVH should have a planted fir to be lit up for Christmas. **Unanimously agreed. Action Ben.**
- Nikki to Brian asked about finishing off the cupboard doors in the kitchenette. **Action Ben.**
- Carla asked about flooring in the kitchenette. **Action Kerry.**

4. **Commercial Gym.** Ben gave an overview of the proposed agreement between LVH and Fitness at the Street (Steve Snowling) to set up a gym here. Copy provided to all. LVH will receive a monthly rental of £250pcm with one month rental to be paid up front.

Enabling works to be paid as follows:

- a. Electrics – LVH
- b. Decoration (including plastering) – Fitness at the Street
- c. Doorway to changing area – Upfront rental
- d. Shower from main tank – LVH
- e. Basic security and access – Up front rental

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

Rental agreement to be produced and issued. **Unanimously agreed. ACTION Ben/Kerry.**

5. **Parkrun.** Ben advised that the track has now been cut. £1500 has been agreed to be donated by the Parish Council. Further fundraising is being carried out by the parkrun team. Ben proposed that LVH pay for the posts to be placed around the course, expected cost to be around £500. **Unanimously agreed. ACTION Ben.**

Ben also suggested that LVH should pay for a lawnmower belt, broken during preparation of the parkrun course. Expected cost £80. **Unanimously agreed. ACTION Ben/Kerry.**

6. Hall Managers update.

- From last meeting
 - Potential issue with SW footballers over unpaid invoice. This has now been paid.
 - Fire Alarm Panel. Ben has now been involved – they have now offered to reduce invoice to £300 +VAT (112.50 for labour plus £187.50 for the panel) **Unanimously agreed for this to be paid. ACTION Kerry.**
- Regular Hire
 - Continues to progress well. Earlier in the year Little Feet were asked to move her children's dancing group to the hall to start in September. This was not a success as the hall was too big, floor slippery so I agreed that she could continue upstairs but try to keep the lumping noises to a minimum.
 - Cookies Kitchen joins us for two children's 'cooking' sessions – Halloween and Christmas. Halloween sold out within half an hour so we are talking about more dates next year.
 - Cake decorating classes – coming in 2019 too.
 - Let me know if anyone has ideas or if they see things elsewhere that we could look to do here – particularly small groups who can use upstairs during the day.
- Irregular/events
 - Halloween Fancy Dress Disco – free event to HAM customers. Brigitte/Lisa/Haley helping. Lucky Dip/cake stalls.
 - Pavilion Big Band – speaking with the band to organise a Big Band event 2019. They wish to charge £300 for being here. This would we would need to be sure that enough tickets are sold to cover that and would leave us liable to lose money. It was suggested that a fee would be taken from ticket sales, based on the number sold. Eg, 40 tickets are sold then Pavilion would take all of the income, if sales were over 40 then we would look to split the income 50/50 and there wouldn't be a charge made to them for the venue. **Unanimously agreed. ACTION Kerry.**
 - Possibility of a wedding fair at some point – speak to Clare S and the suppliers who were here during this year's weddings.
 - 2020 – Motor Caravanners Club Rally. First May BH 2020. This could become a regular event and may produce off shoot bookings too.

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- Fireworks
 - Village Book – we have another free slot following their error with the printing of the wrong date. **ACTION Kerry.**
 - Stalls: So far Clare has booked £95 worth of stalls – face painting, donuts, sweets – waiting on some more to confirm.
 - Competition to be drawn. **ACTION Kerry.**
- Defibrillator training – went well. A further date will be arranged. **ACTION Kerry.**
- Petanque – Winter season will begin in November. Training on Tuesdays and matches on Sundays. Key to be issued for toilets. **ACTION Kerry.**
- Finances
 - We were light in September on income from regular hire as many are off during the school holidays, we also had our insurance premiums due too. Moving nicely with staffing now, hopefully we will get underway with the gym proposal, allowing time to plan ahead for next year and get time to make new relationships with various types of hirers. Matt may have a different view but my rough calculations would expect us to be around £10k in profit by the end of the year (normalised) and most likely break even once capital project costs have been taken out.
- HAM mini market
 - Still work in progress. Talking to more potential stallholders including – Lemon Tree Fine Foods from Moulton Garden centre, North Burlingham Farm Shop, Celebration Cakes, Tastesbuds wines – thanks Angela for picking up some leads from Acle Farmers Market. If anyone else is on their travels to markets/craft events in the area then feel free to pass on my details. We can be very flexible with people – doesn't have to be a Monday if they can't make it. £5.00 donation for a stall.
 - Tastesbuds wines would like to take part and sell their wine here. Broadland District Council advised that LVH holds a Premise License for the sale of alcohol between 8am and Midnight each day – this is held by the Trustees – therefore they must agree for that license to be used on their behalf in this way. **Unanimously agreed. ACTION Kerry.**
 - Kerry advised that she has spoken to Broadland District Council to get on their radar as a venue for other community events – they were recently in Acle promoting health and well being so hopefully we will be able to build a relationship with them too and other similar organisations to help increase footfall to HAM.

7. Social Club update

Minutes from staff meeting have been posted to staff Facebook page.

One Social Club member has been banned due to inappropriate conduct.

Jim advised of a couple of early closures due to being quiet and lack of committee cover. He advised that new ideas are being thought of to try to boost things.

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We now have 500 members.

Bar prices will need to be reviewed in light of the sugar tax. This will take place in January. **Unanimously agreed. ACTION Jim/Paul/Ben/Kerry/Sue.**

Sue will begin to take over the administration of staff rotas and committee cover, along with stock control.

8. Hug a Mug

Hug a Mug celebrates it's first birthday on 30th October. Coffee and cake can be purchased for £1. **ACTION Sue.**

Sue advised that the leaflet drop and The Village Book advertising has helped with footfall, new customers are continuing to come in. The mini market is also popular and continuing to grow.

There is a Hug a Mug meeting on 9th October.

Sue gave thanks to all of the volunteers, past and present for their efforts in making Hug a Mug such a success. A meal for Hug a Mug volunteers has been organised.

It was suggested that a free mince pie is given to every customer on the last Thursday before Christmas. **Unanimously agreed. ACTION Sue.**

Hug a Mug will close for Christmas on Thursday 20th December and re-open on Monday 7th January 2019 although they will open for the Children's Christmas party on Saturday 22nd December.

Ben advised that we had previously discussed the need to separate Hug a Mug accounts from the main account for the Village Hall, however, on further investigations, this is not as straight forward as thought and therefore it will remain part of LVH. He also reminded everyone of the need to be aware that we are likely to come close to the VAT threshold in 2019/2020.

9. AOB

Sue asked if new chairs could be purchased for the office. **Unanimously agreed. Action Kerry/Sue.**

Ben suggested that a separate discussion is needed in respect of the proposed office/cellar extension. **Action Ben.**

Ben advised that the Boccia items have been moved to the user cupboard.

Meeting closed at 8:50 PM

Next meeting: 27th November 2018

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

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

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