



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 29th January 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, Sue Sturman, Kerry Sturman, Matt Dingle, Richard Bethell, Paul Sheldrake, Nikki Buckley, Clare Searby and Steve D'Souza. Members of the public present – Steve Snowling, Anne Bone and Tony Gould.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from John Reed, Brian Whiskin, Carla Sutherland, Chris Stowell and Steve Robins.
2. **Declarations of Interest.** Clare, Kerry, Sue – Staffing.
3. **Minutes from last meeting.** Minutes from last meeting were read out by Ben Bethell and agreed.
4. Jim proposed Clare to become a member of the committee, this was seconded by Ben. Ben advised that there are spaces available to become a Trustee of the hall.

Outstanding actions from the last committee meeting noted.

- Alarm codes to be changed – **ACTION Ben/Kerry**
- Solar panels – **ACTION Kerry**
- 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**
- Nikki to Brian asked about finishing off the cupboard doors in the kitchenette. **Action Ben**

Ben gave a quotation of £350 for the kitchenette floor to be laid. This includes a latex covering, two seams and laying the floor. **Unanimously agreed. ACTION Ben**

Parkrun grants are coming in. A roller is being organised to go over the track. **ACTION Ben/Richard**

5. **Commercial Gym.** Ben welcomed Steve Snowling to the meeting. Gym has had a great start. Steve is keen to progress and increase space available.
6. **Social Club update.** Jim advised that Sam is leaving in July. Clare G will be on maternity leave later in the year. Clare Day is in the pipeline to come and have some shifts. Jim advised that January has been quiet, as expected.

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Registered Charity Number – 303999

Mr Ben Bethell (Chair)
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Norwich
NR13 4AZ

(Treasurer)
Matt Dingle
Strumpshaw

Secretary
Brian Whiskin
Christine Avenue
Lingwood

Price increase need to be done. **ACTION Jim/Paul/Ben**

Petanque Team have applied to Sport England for a grant to extend the terrain. Further actions are required to meet their requirements. Lighting will also be part of this project.

Jim advised that the bar games are now being used more.

Membership renewals are now in progress.

Clare S gave an update of upcoming events which she is organising:

a. Cocktail night 2nd March

Tony asked if any training was to be given to bar staff for consistency of the cocktails. Ben explained that this would be costly and that we are not a main stream pub although accepted that there is room for improvement overall. **ACTION Jim/Paul/Ben**

b. Leon Mallett 23rd March

c. Easter Eggstravaganza 22nd April – Clare to organise prizes for games. Kerry to sign off costs within income from stalls. Eggs to be purchased for Egg Hunt at £1 per egg. Egg Hunt charged at £2 per go. Other games will be running.

d. Karaoke 4th May

There will be a quiz night too – date to be arranged.

Clare advised that feedback from the Kids Christmas Party suggested that there was not enough for the kids to do. Clare suggested that we hire an entertainer. Jake Allen has quoted £135 for 2hrs/music/magic etc. Entrance fee of £2.50 per child to be charged. Need 54 to attend to cover that cost (75 attended in 2018) Stalls currently booking too. **Unanimously agreed. ACTION Clare/Kerry**

NYE this time was not so busy. Ben suggested that our usual approach has run its course and asked that all come back to the next meeting with proposals and costings for discussion for this year. **ACTION all**

Ben has been asked to organise a quiz night for Nelson's Journey. This will take place on 16th March. The hall hire will be half price rate (+ bar staff) be taken as costs from the event and the rest go to Nelson's Journey.

Jumble sale is on Sunday 17th March, proceeds after costs will be split 50/50 with Nelson's Journey and LVH.

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7. Hall Managers update

- Pauline James will be on site on 5th February to carry out our audit.
- Jean and Sue continue to work their hours in the office. There have been additional hours for training. Long term aim to enable addition hours so we have some overlap. Rough estimate would mean an increase of £200 per month. We are continuing to find ways to increase income to allow for this.
- Brundall have declined working with us to assist with administration, stating that as their involvement is in its early stages they wish to work on things themselves for now. We will rewrite the proposal to bring in their feedback concerning liaison with hall hirers and committee members. This can then be used for other potential interested parties.
- Parish News – two pages. The Village Book are happy to give us one free article across the year.
- Football food – Carol no longer wants to cover football food every week, she is happy to do odd weeks. We are now covering between Jean, Sue, Carol and me. Suggestion is that bar staff could do more to prepare and set out food as well as clearing up which they do know. This will need to be in place for March once parkrun starts as Jean/Sue will be less available.
- Bookings – New bookings with Cookies Kitchen (toddler ‘cooking’, RayWood Interiors (woodworking), Creative Station (children’s craft). Nerf Blasters – first 21st April, 3 events so far at £65 per session income. This is likely to be 9 events for the year, if there is enough demand.
- Gym – Working well. Steve is keen to get additional space.
- Website/design – talking to Nu Image who are a local design agency who deal in all things related to marketing. Reduced quote received for a fully functional/searchable website - £2650 (discounted from £4500) We are talking to them about other ways we could make better use of our existing website and drive traffic to us and ways they could help us with less cost. Jim suggested that we hold a fund for such projects to save towards them.
- Social Club banking – Some hall income had previously been banked to the SC, these are now being paid directly to the hall.
- Card machine costings. Approx. £600 per year for two devices. 4% transaction fee. Steve D to help look at our WIFI set up. **Unanimously agreed. ACTION Kerry/Paul/Steve D.**
- Car boot – advertising. Volunteers to leaflet drop at car boot sales. Ben/Richard to organise the trailer and signage. **ACTION Ben/Richard**

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- Lorna Clark has made a donation of £97 to LVH from her craft stalls held. All thanked her for this. A card is to be sent to her. **ACTION Kerry**

8. Finance

Matt gave an update of 2018 figures:

2018 started at £42k in the bank and ended at £36k. Wages have been the biggest spend. Matt stated concerns for 2019 and to be cautious on how/what we are spending and suggested that we have a cap on what must be left as a base level for the bank balance. To bring proposal to next meeting. **ACTION Matt**

9. Hug a Mug

Sue advised that £148.75 was taken in the three hours of the kids Christmas party.

January has been very busy compared to 2018. We are now averaging £150 per day compared to £110. Tuesdays have been particularly busy with over 30 lunches being served.

Sue suggested that an additional staff member be employed to cover 12pm-2pm to alleviate the pressure from the volunteers. This would be a zero hours contract. Wages to be attributed to the HAM cashbook. It was suggested that this runs for a month and we see how things go. **Unanimously agreed. ACTION Sue**

Sue is also working to increase number of volunteers.

Advert has been created and put out to volunteers to cover a three week rolling rota for Fridays and Saturdays. We have had one person interested so far. **ACTION Sue**

Finances are strong for HAM, Ben asked all to be mindful that there is no rental/utility/cleaning costs built into their finances. So whilst profit is showing approximately £10k, in reality this is closer to £2k once those elements are taken into consideration.

Sue advised that a meeting of the HAM Exec had been held. Mileage was agreed to be paid at 25p per mile for anyone who has made a special trip for HAM. Kerry to monitor.

Prices for lunches are to increase by 50p from February. **ACTION Sue**

10. Extension

Following last meeting, the extension has been agreed in principle. Ben advised that the next step is to have plans drawn up to be submitted to planning and for a precise building quotation to be sourced. **ACTION Ben**

11. Car park – North side

The installation of the gate had helped with safety for parents for school however the car park is becoming churned up. Ben suggested that 20 tonnes of stone is laid. Estimated cost £300. It was also suggested that Friends of the School may be able to contribute in the future. **Unanimously agreed. ACTION Ben**

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12. Staffing

Minimum wage rates increase in April 2019.

Rates to change as follows:

- a. Regular staff: from £7.83 to £8.21
- b. Senior staff: from £8.25 to £8.65
- c. Hall manager: from £10.00 to £11.25

Unanimously agreed. ACTION Ben

13. AOB

Jim suggested a working party be organised for sorting the garage and compound. **Unanimously agreed. ACTION Jim/Ben/Steve S**

Steve S advised that he has had a good start to the Gym, 73 visits 1st week, 93 visits 2nd week and 103 visits 3rd week – this includes classes and gym. He is keen to get additional space in the garage and happy to help with sorting.

Meeting closed at 9PM

Next meeting: 12th February 2019 - AGM

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

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

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