



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 12<sup>th</sup> March 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Sue Sturman, Kerry Sturman, Matt Dingle, Richard Bethell, Brian Whiskin, Paul Sheldrake, Nikki Buckley, Clare Searby. Members of the public present – Anne Bone, John Peters and Steve Snowling.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from Sam Bethell, Steve D’Souza, Carla Sutherland and Steve Robins.
2. **Declarations of Interest.** Clare – Staffing.
3. **Election of Officers for Lingwood Village Hall Trustees: Proposed by Jim Marshall:**
  - a. **Chair** – Ben Bethell
  - b. **Treasurer** - Matt Dingle
  - c. **Secretary** – Brian Whiskin
4. **Election of Officers for Lingwood Social Club: Proposed by Ben Bethell:**
  - a. **Chair** – Clare Searby
  - b. **Treasurer** - Paul Sheldrake
  - c. **Secretary** – Jim Marshall

Clare, Sue and Members of the Public left the meeting.

*Ben explained that a conflict exists with Clare being a member of staff and also Chair, although it doesn’t have to cause a problem. Clare would not be involved or have a vote in any matters relating to staff. Clare to focus on strategy, finances, pricing and events for the Social Club.*

Clare, Sue and Members of the Public returned and Clare was elected as Social Club Chair. Ben explained concerns where a conflict could exist.

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

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5. Ben advised that he considers the matter relating to the examination of our year end accounts for the Charities Commission, raised at the AGM to now be closed. We have followed all guidelines correctly and tried to explain this to the member of the public who raised it. The member of the public is avoiding the conversation.
6. **Minutes from last meeting.** Minutes from last meeting were read out by Ben Bethell and agreed.
7. Outstanding actions from the last committee meeting noted.
  - Alarm codes to be changed – **ACTION Ben/Kerry**
  - Solar panels – **ACTION Jean**
  - 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**
8. **Social Club update.** Jim advised that memberships are going well. We are seeing a more varied demographic, Hug a Mug is helping with that.

The members list is now accessible on the bar lpad so it is easier for staff to check if people are members or not.

Pay increases come into affect in April.

Staff will now use curtains for all functions and ensure that the bar door remains closed and signs are put up.

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

New TV needs to be sourced as agreed at the AGM. **ACTION Jim/Paul/Ben**

Petanque terrain grant application is still in progress. £75 to be spent on floodlights. **Unanimously agreed. Action Ben**

Ben, Clare, Paul, Sue to meet to go through ordering levels and update the till to ensure that all products have a voucher price for use when presented with Committee Cards.

Ben gave thanks to Jim for all of his hard work during his time as Chairman.

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

- a. Leon Mallett 23<sup>rd</sup> March
- b. Easter Eggstravaganza 22<sup>nd</sup> 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.
- c. Karaoke 4<sup>th</sup> May

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

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- 9. Gym/Storage container** – Steve Snowling gave a brief update to explain that the gym has got off to a great start and again shows the need for more space as he has had to turn people away at times. He made the suggestion that an additional storage container is purchased. This could be used to house items from the garage to free up additional space for the gym rather than waiting for the extension.

The suggestion was made that LVH and Fitness at the Street each pay for half of the container (Rough cost £900). As LVH would be using the whole of the container a rent reduction of £100 would be given to FATS to take that into consideration. Petanque could rent the LVH half once the extension is built. **Unanimously agreed.**

Ben expressed thanks to Steve for being a community focused tenant, we have felt the benefit of having the gym on site with increased footfall to Hug a Mug and the Social Club and our events.

- 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. Additional Income** – Ben explained that we are looking ways to increase our income to enable more office hours. These include admin/clerking/Puppy Paddock/Escape Room. There are costs associated with setting up a Puddy Paddock and Escape Room which will need more investigating. Ben suggested that we organise a visit to an escape room and see how it works. **ACTION Ben/Kerry**

- 12. Hug a Mug** - Hug a Mug is now open 6 days per week, averaging takings of around £1k per week.

There is now rolling 3wk rota to enable paid staff to work Friday and Saturday mornings. An additional paid member of staff is now working a 12-2 shift each day.

A suggestion was made to offer wines/bottled beers at lunch. **Unanimously agreed. Action Sue**

There is a requirement for an industrial dishwasher for the Cafe, estimated cost £1500-£1800. **Unanimously agreed. Action Ben/Sue**

- 13. Finance:** As at end of Feb:

Treasurers Account:

Normalised inc/exp: 2019 YTD £2815.63                      2018 YTD -£974.25.

Actual (including capital projects): 2019 YTD -£304.37      2018 YTD -£2558.93

This year we've had PAT testing in January at a cost of £3120. The last SC donation for 2018 £1295 went in February. Taking that off normalised we are roughly comparing £1520 to -£974.25. Hug a Mug is of course adding to things, regular hiring is up 2k year on year and we've had £300 in donations from produce stalls that we didn't do last year.

Bank Balances:

**Treasurers:** Opening balance Jan 2019: £3197.28

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Opening balance Feb 2019: £2796.55

Closing balance Feb 2019: £2892.91

Bank balance movement of £-304.37 as shown above.

Income: £7085.02

Expenditure: £6988.66

**Savings:** Opening balance Jan 2019: £32968.59

Opening balance Feb 2019: 32969.94

Closing balance Feb 2019: £32971.43

Bank balance movement of £1.49 in interest.

Total in the bank: £35864.34

#### 14. Hall Managers update

- Regular hire: Little Feet finished last month, numbers have been dropping off, has been looking for other venues closer to City centre. Cookies Kitchen continues, Creation Station (children's crafts) started at the beginning of March.
- Card machine in for SC. Need to arrange for Hall. Will be paid into Bookings account and transferred out. **Action Kerry.**
- Solar Panels – Jean is still investigating. **Action Jean.**
- Boiler service – A&J Plumbing £70+VAT **Unanimously agreed. Action Jean.**
- Kitchenette – almost finished!! Cupboard and plinths. Waiting invoice from Brian Bromley for flooring.
- Lift service – no service contract. Jean to organise GL Lifts £145 + VAT. **Unanimously agreed. Action Jean.**
- Chasing Wayleave payment for 2018. **Action Kerry**
- Wedding booking weekend of 19<sup>th</sup> July – from Norwich so paying £800 package.
- Changing Places facilities – proposal from Sally & Becca to suggest that money collected over hire charge be ringfenced towards the project. **Unanimously agreed.**
- Hall events – Pavilion confirmed, 30<sup>th</sup> March, Ben Langley 31<sup>st</sup> August. Possible booking of Wherry Brass for a Sunday afternoon in July. Wrestlers rebooked for 25<sup>th</sup> May. **Ongoing.**
- Parkrun – great start. 141 runners on first run, HAM £138, 2<sup>nd</sup> week 128 runners, HAM £168. Great feedback about the venue, hall, HAM and team which is great! **Ongoing.**
- Car boot – slow start. Given flyers to regulars to distribute. **Ongoing.**
- Working on Google Business profile, creating regular posts to help traffic to the website and also using Twitter and updating the website. Jean investigating which online directories we can be on. **Ongoing.**
- Lorna – donation: she suggested a community fridge. **Ongoing.**

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**15. AOB**

Meeting closed at 9PM

Next meeting: 7<sup>th</sup> May 2019

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

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

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