



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 7th May 2019 at 7pm when there were present Ben Bethell, Sam Bethell, Jim Marshall, Janet Marshall, Sue Sturman, Kerry Sturman, Matt Dingle, Brian Whiskin, Paul Sheldrake, John Reed, Clare Searby (left part way through meeting). Members of the public present – Anne Bone, Tony Gould, Evelyn Childs.

1. **Welcome and Apologies** – Ben welcomed attendees. Apologies received from Richard Bethell, Nikki Buckley, Steve D’Souza, Carla Sutherland, Steve Robins and Steve Snowling (Fitness at the Street).
2. **Declarations of Interest.** Ben – PA system.
3. **Minutes from last meeting.** Minutes from last meeting were read out by Ben Bethell and agreed. Ben gave an update on some points:
 - Lift – service has been completed. An issue arose a few days after the service, a call out was charged. A further call out was needed as the same problem occurred again. Second call out charge was waived.
 - Wayleave – Ben explained that there is no requirement for us to receive a wayleave payment as this was changed over when the new electricity supply was installed as part of the hall build.

Outstanding actions from the last committee meeting noted.

- Alarm codes to be changed – **ACTION Ben/Kerry**
- Solar panels – **ACTION Jean – paperwork has been submitted.**
- Organise a cherry picker to remove boughs from some of the oak trees. **ACTION Ben**
- Nikki to Brian asked about finishing off the cupboard doors in the kitchenette. **ACTION Ben**
- Source new TV for Clubroom as agreed at the AGM. **ACTION Jim/Paul/Ben**
- Organise a visit to an escape room and see how it works. **ACTION Ben/Kerry**
- Extension – Plans to be drawn up and submitted to planning and a precise building quotation to be sourced. **ACTION Ben**
- HAM to offer wines/bottled beers at lunch. **ACTION Sue**
- Card machine required for HAM/LVH. **ACTION Kerry.**

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

- 4. Hall Manager update.** Fitness at the Street have just had their busiest week so far. Steve asked to pass on his thanks to the Trustees for the additional garage space which is now open and being used. It was asked that Steve advise the Bar when he next plans to bring a large group in to ensure the team are prepared.

Kerry advised that Steve's sister, Debs is holding a drop in for The Royal British Legion on Tuesday 21st May in club and will look to do similar for Brundall Lions – date to be confirmed.

Coming up – FOLPA camping 14th June. We have Friday Fun Night, aiming to theme activities. Carol has volunteered to help at Fun Nights, Charlotte Key has done one, hours also offered to Katie and Eloise, in preparation of Sam finishing.

Network Inspection – waiting on date to inspect lift and coffee boiler for insurance. **ACTION Jean**

Cluster – we are hosting the next meeting on Wednesday 15th May 8pm. We will be discussing Village Hall insurance as requested by a Cluster member and Ben has arranged for a guest speaker to attend. Ben advised that we will need to review our insurance levels next year.

Meeting with Sue once a month to go through bookings/events a month ahead of the coming month to aid planning of SC rotas. Also aiming to hold a staff meeting with Sue, Jean and Kirsty once a month.

We've had a number of events – Nelson's Journey raised £1000 and £ for the hall. Ben had spoken at the Annual Parish Meeting recently and reminded people that LVH is also a charity and we should not take that for granted.

We are looking at how Social Club floats can be worked in a more efficient way and have been trialing split floats. Kerry thanked the Social Club team for their help with this. The hope is that the amount of money held onsite for floats will be reduced and will mean less time spent by the office on creating floats for the week ahead. **ACTION Kerry**

- 5. Social Club update.** Clare advised that memberships are going well with around 400 members. There have been a variety of events – Karaoke, Leon Mallett, Cocktail night, Quiz night.

End of Month BBQs to start end of May. Clare to put dates on Facebook to get list of people available to assist with running them. **ACTION Clare**

We have added a beer from local micro-brewery - Humpty Dumpty in Reedham.

Meeting to be held on Thursday to discuss pricing. Considerations are whether to operate dual pricing for parties, members prices, hire charges for outside the Parish. **ACTION Clare, Ben, Paul, Kerry, Jim**

Niki and Sue are continuing to look at stock management and their new system is bedding in and beginning to work well. This continues to help take burden off volunteers.

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6. **Hug a Mug.** Sue advised that takings for Hug a Mug is now open 6 days per week, averaging takings of around £1100-£1200k per week. Continuing to see new faces, a number of people came in on Polling day on 2nd May who were not aware of HAM.

Dishwasher has been fitted.

Sue advised that since the last meeting additional hours for school leavers had been added and trialed and adjusted to make cost savings. Reduced shifts are now in place which will save an estimated 52 hours a year for HAM. Ben advised that Sue should still be able to flex hours back if required.

Jim has held some hygiene training for HAM staff and volunteers. There are still some to do.

Coffee machine rental is now due at £720 for the next 6 months. Ben advised that a similar machine to buy would cost around £1800, we would need to also have a service agreement in place too. Ben to speak to Calypso to find out what our options are. Ben asked if there would be agreement to buy our own machine – **in principle this was unanimously agreed. ACTION Ben**

7. **Finance:** As at end of April:

Treasurers Account:

Normalised inc/exp:	2019 YTD £7294.46	2018 YTD -£-604.01
Actual (including capital projects):	2019 YTD £256.15	2018 YTD -£7400.91
Bank Balance - Treasurers: Opening balance Jan 2019:	£3197.28	
Opening balance Apr 2019:	£3290.59	
Closing balance Apr 2019:	£3453.43	
Bank balance movement of	£162.84 as shown below.	
April Income:	£10586.52	
April Expenditure:	£10423.68	
Bank Balance - Savings: Opening balance Jan 2019:	£32968.59	
Opening balance Apr 2019:	£32972.69	
Closing balance Apr 2019:	£32974.00	
Bank balance movement of	£1.31 in interest.	
Total in the bank:	£36427.43	

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Ben gave an overview of the hall finances and showed the 2019 projections which have been put together, along with rolling year to date and year to date figures which show us in a healthy position. Ben reminded everyone that they are welcome to look at these reports with Kerry should they wish.

8. **Pentanque.** Ben advised that Sport England had written to offer the full grant to the value of £5000. He will meet with the team to go through the grant documentation. Sport England require us to show three quotations for the work to be carried out – the areas will be for the electrics, more poles and lighting and the groundworks. Ben will also suggest that Pentanque pay us for the half of the container (£870) **ACTION Ben.**
9. **PA system.** Ben advised that following the last school performance on the stage, feedback had been received about the volume of the children on stage and that a suggestion was made for us to have a fixed PA system with wireless microphones. He has spoken to a company who have quoted £2500. Ben asked if we felt this was a project to look further into. It was then suggested that the hall acoustics should be looked at first and that we do not have any real call for this kind of set up. Bands/DJs bring their own equipment so therefore it was agreed that this was not a priority.
10. **Additional Marketing.** Kerry explained that whilst additional office hours had been agreed, tasks and projects have moved on there are still areas which need attention. Generally, the time that Sue spends in the office has been taken up by Social Club tasks such as staff rotas, stock, committee cover amongst others. Increased footfall to the building has also increased office visitors, social club memberships, sales of event tickets etc which take time to deal with.

Kerry suggested that additional hours be given to Sue/Jean to enable her to spend time away from the office (on the laptop in the Function Room) to complete specific projects. In the first instance this should be a wedding brochure, this will be required for the wedding show in October and also to help us to promote the hall as a venue for the longer term. Kerry suggested that she spend 12hrs at a cost of £103.80 to do this and would report back to the next meeting with an update on progress. **Unanimously agreed. ACTION Kerry**
11. **5 year plan.** In our fifth year (next year) we will be required to carry out fixed wire testing which will likely mean a complete shut down. This will need to be done before September 2020. This may also give us an opportunity to undertake redecoration tasks too. Planning will be needed. **ACTION Ben/Kerry**

12. AOB

Anne asked if we could get other ice cream flavours and update the list if sold out. **ACTION Sue**

Evelyn asked if tidying up of the main entrance could be done as she feels it lets the hall down. She also suggested that better wheelchair access across the carpark could be considered. Ben suggested this was a good idea and that Sean could be asked to help. John added that perhaps the signage could be moved back. **ACTION Ben/Kerry**

Janet advised that the lawnmower has died and asked if anyone has one going spare to let us know. We may need to purchase one.

Janet also asked about first aid training. **ACTION Kerry**

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John suggested that we could contact Anglia TV for advertising for future big events. **ACTION Kerry/Clare**

Meeting closed at 9PM

Next meeting: 11th June 2019

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

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

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