



Final Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 8th October 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, John Reed, Kerry Sturman, Brian Whiskin, Matt Dingle, Richard Bethell, Steve D'Souza and Sue Sturman.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from Sam Bethell, Clare Searby, Carla Sutherland, Tina Johnson and Steve Snowling.
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**
- Organise visit to an Escape Room to see how it works. **ACTION Ben/Kerry**
- Card machine required for HAM/LVH. **ACTION Ben**
- Tidying up of the main entrance, better wheelchair access and move LVH signage back. **ACTION Ben/Kerry**
- Hayley is going to sort the floor between the old and new part of the cellar. **ACTION Hayley**
- Change Biffa bin to 1100l. **ACTION Kerry**
- A suggestion box is to be displayed on the bar and will welcome any ideas and feedback for the club, from customers and users. **ACTION Clare**
- Car boot. Pitch to be reduced to £4 per stall with gates opening at 7am, HAM open at 7:30am. This will also allow for HAM hours to just be changed once in October. Advertising to reflect this. **Action Kerry**
- Extension plans ready for Planning. **Action Ben**
- National Village Halls day - 25th January 2020. **Action Kerry**
- VE Day - 8th May 2020. **Action Kerry/Parish Council/Church**

4. **Fireworks - 26th October:** Brundall Scouts to work the BBQ, donation to be given to them from the takings.
5. **Plastics:** Tina to provide options to Social Club for alternatives to plastic cups for events. **ACTION Tina**
6. **BBQ storage:** John suggested that two storage boxes be purchased from B&Q – expected cost £250. **Unanimously agreed. ACTION John**
7. **Finances:** Ben gave an overview of Finances for 2019 with a guideline projection for 2020, with expected figures as this year and second with an increase 15% on Irregular hire rates, 5% on Regular hire rates and a monthly income from the Social Club of £1000k. Ben suggested that we use 2020 as an opportunity to take stock and become more

efficient. He also suggested that the hall closes in the Summer to enable works such as redecoration to be completed.

Focus areas for 2020 are finances, operational efficiencies and premises. The intention is to improve on what we are currently doing rather than starting on new projects. It was unanimously agreed that this approach was the right way to work for next year.

8. Finance update As at the end of September:

Treasurers Account:

Normalised inc/exp: 2019 YTD	£13113.27	2018 YTD £6483.80
Actual (including capital projects): 2019 YTD	£4854.55	2018 YTD £-2911.78
This year we've had PAT testing in January at a cost of £3120		

Bank Balances

Treasurers: Opening balance Jan 2019: £3197.28

Opening balance Sept 2019: £9534.94

Closing balance Sept 2019: £7685.85

Bank balance movement of £1849.09

Income: £7457.53

Expenditure: £9306.62

Savings: Opening balance Jan 2019: £32968.59

Opening balance Sept 2019: £32979.52

Closing balance Sept 2019: £32980.92

Bank balance movement of £1.40 in interest.

Total in the bank: £40666.77

Meeting closed at 8:55 PM

Next meeting: 12th November 2019

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

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

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

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(Treasurer)
Matt Dingle
Strumpshaw

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