



Final Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 10th September 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, John Reed, Kerry Sturman, Brian Whiskin, Matt Dingle, Carla Sutherland, Richard Bethell, Steve D'Souza, Clare Searby, Tina Johnson and Steve Snowling.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from Sam Bethell.
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 a cherry picker to remove boughs from some of the oak trees. **ACTION Ben**
- Organise visit to an Escape Room to see how it works. **ACTION Ben/Kerry**
- HAM to offer wines/bottled beers at lunch. **ACTION Sue**
- 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**

4. **Fitness at the Street - Gym update.** Steve advised that there had been an incident at the gym which resulted in a gym member being hospitalised due to a cardiac issue that no-one was aware of. All passed on their best wishes for a speedy recovery. As a result Steve invited Broadland Council to come and visit who are very happy with the gym set up and have not given any recommendations. Steve and Kim have, however, put extra things in place to raise more awareness of members being present at the gym. Ben praised Steve for his handling of the situation. Ben reminded everyone that the Gym is a hirer within the hall and therefore the Hall has no responsibility over the Gym.

Steve advised that there is a new timetable in place for the Autumn.

5. **Communication.** Ben advised that we need to improve on our communications. Weekly update for Food Service is done each Monday, Bar update is done each Friday. Monthly Office Staff meeting is now in place. New Meeting Schedule to be created and distributed for 2020. **ACTION Kerry.**

Ben distributed a draft of the Hall Structure of staff. He explained that there are three main groups under the hall - Social Club, Hug a Mug and User groups. Between them cover the operating costs of around £30k per year.

6. **Hall Manager update.** Kerry advised that £500 came across from The Ben Langley show and £700 on the bar. Ticket sales were lower than expected but this is put down to the price.

Hayley is getting to grips with office tasks - Social Club cashing up and banking. She is responsible for Premises Presentation and Maintenance jobs so will be posting jobs on to the Whole Hall page that need doing. She is also organising the First Aid training.

Hayley is going to sort the floor between the old and new part of the cellar. **Action Hayley**

South Burlingham Church will be holding another bingo evening in December, this time in the hall. We will work with them to sell tickets. As discussed at the last meeting, we are looking to work with local charities to assist with fundraising events.

We no longer have anywhere to store rubbish bags between our fortnightly bin collections. Kerry suggested that we increase the size of our Biffa bin to 1100l from 660l. Price will increase from £14.73 per lift to £24.55 per lift. The expectation is that this will help us to keep to a fortnightly collection, where for most of the year we have had to book a weekly collection due. **Unanimously agreed. Action Kerry**

We had our first Office Staff meeting yesterday. These will now be held on a monthly basis to ensure projects are progressing and any issues raised and addressed. Ben advised that all meetings need to follow a formal agenda to ensure that any Declarations of Interest are made. Minutes are required for the Whole Hall meeting but a list of action points is adequate for all other meetings.

Kerry advised that a further issue has come up with the fire alarm. An intermittent fault keeps showing on the panel. The engineers from SSY have so far been unable to ascertain what the issue is. The alarm continues to work when tested and they have assured us that it will work in the event of a fire. We are now to contact them when the code appears on the panel and not reset it. There is an invoice to pay for a call out, where the fault had gone by the time they came. Ben advised this should be paid. **Unanimously agreed. Action Kerry**

- 7. Social Club update.** Clare gave an overview of the Social Club. The club is still running well, we are approaching the 460 mark for members. Sunday's are picking up with more families coming in with the children using the MUGA during the holidays.

We have our last club BBQ on the 29th September which we have plenty of hands on help for, including Clare, Jim and Paul.

The intention is to list event dates for example, next years clubs bbq's and get these organised early on so these are covered by committee and volunteers.

There is a new cleaning rota which will start this week, it is aimed at quieter times during a shift so staff are able to carry out basic cleaning duties around the club as well as the standard cleaning expected on each shift.

A suggestion box is to be displayed on the bar and will welcome any ideas and feedback for the club, from customers and users.

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

We are aiming to reduce plastic wastage, sugar lumps will be available from a jar rather than sugar sachets and pots of sauce will be provided for Fish and Chips. We are always open to other suggestions in keeping plastic wastage down.

We have another cocktail evening on the 4th October, which I am advertising currently on Facebook. We expect it will be another busy night in the club. There will be a very relaxed table quiz to add a bit of fun to the night also.

A Christmas quiz night is planned on the 20th December.

Our first Wedding fayre is on the 13th October. We have around £500 from the stalls booked. It is hoped that this will help to put us on the map as a wedding venue.

We have various other things planned to take us through to the end of 2019 which include, karaoke night, children's Christmas party afternoon, fireworks spectacular and New Year's Eve.

Swallowtail from Humpty Dumpty breweries has been very popular and we will continue to stock it.

The new space in the cellar is extremely useful to have all the stock in one place now.

The bottle fridge has broken down. A quotation of £485 +VAT has been received to repair it. A new one would cost between £600 and £700. **Unanimously agreed. Action Ben**

No other issues from the club, we look forward to keeping busy over the next few months in the lead up to Christmas with lots of different things planned and hopefully bringing more people in and interested in the hall and social club.

Ben thanked Clare and explained that staff have been assigned areas to be responsible for - Steve: Cellar, Clare D: Stock, Clare S: Presentation, Paul: Staffing matters, Sue: Staff rotas.

8. **Hug a Mug update.** Sue gave an update and explained that August takings were around £4k. No real pattern to the days, last Saturday morning was particularly busy with £160 takings compared to around £60 on the previous week.

With car boot finishing at the end of September, HAM hours will be adjusted to open later and offer breakfasts.

Sue explained that catering had been provided by the Food Team for a wake recently and that they are also taking care of the food requirements for football, petanque, darts and pool.

Hug a Mug are looking at ways to reduce plastics, including loose biscuits.

There is a HAM meeting on 17th September. These will be held on a quarterly basis.

Sue gave thanks to all of the volunteers who contribute to Hug a Mug - the cafe would not function without them.

Serving alcohol has been discussed but leads on to the requirement for a till for HAM which would link in to the Social Club and update stock levels for those items sold. Options to be presented to the next meeting. **ACTION Sue**

9. **Finance update** As at the end of August:

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

Treasurers Account:

Normalised inc/exp: 2019 YTD	£14062.36	2018 YTD £6855.52
Actual (including capital projects): 2019 YTD	£6703.64	2018 YTD £-2523.72
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 August 2019: £7877.54

Closing balance August 2019: £9534.94

Bank balance movement of £1657.40

Income: £9363.32

Expenditure: £7705.92

Savings: Opening balance Jan 2019: £32968.59

Opening balance August 2019: £32978.12

Closing balance August 2019: £32979.52

Bank balance movement of £1.40 in interest.

Total in the bank: £42514.46

10. Premise update. Ben gave out a proposed plan of the extension and discussed the options. At this stage we will be looking to add on the additional office and storage space to take the front of the building to the same level as the Social Club side. (Closing in where the cycle racks are). The overall plans will then be in place to allow the build of the Social Club extension when we need. Ben suggested that Read Spicer now get the plans ready for submission to Planning. **Unanimously agreed. Action Ben**

Ben advised that there is an invoice from Read Spicer for £750 + VAT to be paid for the revised plans. **Unanimously agreed for this to be paid. Action Kerry**

Ben explained that there is a need for BBQ storage. He suggested that a storage shed be built in the compound at an expected cost of around £300. John Reed suggested that something may be available ready built and will have a look at options. **Unanimously agreed. Action Ben**

11. Car boot. Ben explained that the car boot has been going on a downward spiral, although Hug a Mug has benefited, there has been a lack of stalls and buyers. He suggested that the price should be reduced and gates should open later. Pitch to be reduced to £4 per stall with gates opening at 7am. This will also allow for HAM hours to just be changed once in October. Ben said it was a shame that we don't have a 'champion' who is willing to take it on a make it more successful. **Unanimously agreed. Action Kerry**

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12. Events

Cocktail and Quiz - 4th October

Wedding Fair - 13th October

Fireworks - 26th October

Pavilion Big Band - 30th November

Wherry Brass Christmas Carols - 8th December

New Years Eve

National Village Halls day - 25th January 2020

VE Day - 8th May 2020. We will be holding an open event, working with the Parish Council and the Church. Pavilion Big Band will be doing a 40s themed evening on 8th May at a cost of £750. The Parish Council have agreed to underwrite the event by £500, therefore there is a risk of £250 to LVH to cover. It is expected that this will come from a percentage of Social Club takings, raffle, stalls and donations. **Unanimously agreed. Action Kerry**

We are planning to hold a quarterly quiz and give people the opportunity to nominate a charity to raise money for, they will need to be involved in the advertising, setting up/clearing down, bring teams in, do a raffle etc to make it a success. **Action Kerry**

13. Finances 2020 - planning. Ben suggested that our next meeting will be focussed on finances. Looking at whether any prices need to be increased.

14. Surfers against Sewage. Tina explained that she has signed Lingwood up to become a plastic free zone. She needs to sign up three businesses in the area to show that they are reducing their single plastic usage. We are already taking steps to do so. She will be setting up a Facebook group and looking for volunteers to get involved and run a steering group.

15. AOB

- Clare suggested a bag drop to promote Friday Fun Nights. She will come up with some words. **Action Clare**
- Jim advised that we have a centre feed hand towel dispenser to go up in the Social Club kitchen. Roll to be sourced. **Action Ben**
- Tina has researched alternatives to plastic cups for events. She will pass information to Clare. **Action Tina/Clare**
- Padlock still required for the front gate. **Action Ben**
- Richard advised that there was a call out for the alarm whilst Ben was away. No other reports of any alarm fault. All to be aware.

Meeting closed at 8:55 PM

Next meeting: 8th October 2019

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

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

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