



Final Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 11th June 2019 at 7pm when there were present Ben Bethell, Richard Bethell, Jim Marshall, Janet Marshall, Sue Sturman, Kerry Sturman, Matt Dingle, Brian Whiskin, Steve D'Souza, John Reed. Members of the public present – Anne Bone, Tony Gould, Steve Snowling (Fitness at the Street) and Marina Tubby (Lingwood and Burlingham Parish Council).

1. **Welcome and Apologies** – Ben welcomed attendees. Apologies received from Sam Bethell, Nikki Buckley, Paul Sheldrake, Carla Sutherland, Clare Searby and Steve Robins.
2. **Declarations of Interest.** None.
3. **Minutes from last meeting.** Minutes from last meeting were read out by Ben Bethell and agreed. Ben gave an update on some points:

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**
 - 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**
 - First Aid Training – Unanimous agreement for a spend of up to £25 per head for 12 people to undertake a course. **ACTION Kerry**
 - Tidying up of the main entrance, better wheelchair access across the car park and move LVH signage back. **ACTION Ben/Kerry**
4. **Finance:** Ben gave a run through of the Village Hall finances and suggested options for a financial structure which enables us to split our money between different accounts to create a 'pot' for 'Working Capital', 'Maintenance' and 'Projects'. Ben suggested that he, Matt and Kerry look at the situation on a quarterly basis to suggest how what to move where, to be agreed by Trustees. **ACTION Ben/Matt/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

As at end of May:

Treasurers Account:

| | | |
|--|--------------------|-------------------------|
| Normalised inc/exp: | 2019 YTD £10549.33 | 2018 YTD £-334.99 |
| Actual (including capital projects): | 2019 YTD £4354.63 | 2018 YTD £-7923.80 |
| Bank Balances: | | |
| Treasurers: Opening balance Jan 2019: | | £3197.28 |
| Opening balance May 2019: | | £3453.43 |
| Closing balance May 2019: | | £7551.91 |
| Bank balance movement of | | £4098.48 as shown below |
| May Income: | | £11121.41 |
| May Expenditure: | | £7022.93 |

| | |
|---|--------------------|
| Savings: Opening balance Jan 2019: | £32968.59 |
| Opening balance May 2019: | £32974.00 |
| Closing balance May 2019: | £32975.36 |
| Bank balance movement of | £1.36 in interest. |
| Total in the bank: | £40527.27 |

5. Hall Manager update. Cluster – we hosted the Cluster on Wednesday 15th May 8pm and discussed Village Hall insurance. Good meeting. The Cluster continues to work as a forum to share information and provide support to the members.

Meeting with Angela/Sue/Jean/Ben for Food Service catch up on first Friday of the month. Several actions including recruitment and food service for functions and covering Jim.

Pavilion Big Band rebooked for 30th November (£287 income to LVH from April) They are looking at their availability for VE day celebrations for 2020.

Lingwood Dance (Ruth and David Cox) – offered two dates for 2020 (£141 income to LVH/£1900 bar takings)

Ceilidh rebooked for 2020.

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Kerry advised that 6hrs of additional marketing time has been used to complete the Function Room flyer. Phil Barnes created a video for us too at no charge. Wedding flyer is still in process. **Action Kerry**

6. Social Club update. Jim gave an update in Clare's absence.

The club is still running well, we are approaching the 400 mark for members. Sunday afternoons are picking up with more families coming in with the children using the MUGA.

We had the clubs first Sunday BBQ at the end of May, which was busy and we expect these numbers to grow over the next few months as the nicer weather continues. With regards to volunteers running the BBQ on the last Sunday of each month, I put a post on fb to see who is available over the next few months and hopefully we can get something drawn up to show who's doing which Sunday and forward plan. I will chase this up this week.

The barn dance took place on the 18th May, which was another success. Those who attended enjoyed another good night, and the group Willow Spin has agreed to come back again for 2020 at the same price as the last 4 years. So no price increase for us.

We have another summer cocktail evening on the 6th July, which I am advertising currently all over on fb. If the last one is anything go by then I expect we will see another busy night in the club. The cocktails available to buy on the night will be the same as the last ones but will have a couple of new ones added so it brings a summer feel to the evening and are still priced at £4.50. We have agreed a BBQ will be put on for the evening, so we need to confirm who will be running this, I did ask Sue if it's something HAM would be interested in and suggested times available to buy food from, could be something like 7.30-9.30. Again this will be a members only event, so if we could arrange a committee member on the night to perhaps sit with forms for new members as well as sign guests in for £1, we can maximise membership on that evening.

We also have the schools grand summer fete on the 29th June, we will be providing the bbq and bar for that as usual.

Jim and myself have agreed to arrange another club quiz for later on in the year, the last one although quiet was well run. This is something that is a simple cost free way of bringing people into the club.

We have a wedding on the 21st July, I've worked closely with the bride and groom and between us have everything planned for the day.

This leads me onto the wedding Fayre I have been organising for October, I have been recruiting businesses to attend and display their products and businesses and have over £500 of stalls money already banked. Again this is another cost free event for us and I really hope it puts us on the map advertising the hall as a wedding venue.

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Staff wise we are currently at an ok level, Clare G has now left to go on maternity leave, and we will lose Sam in the middle of July, but we are in the process of recruiting another member of staff to replace her, any idea on how we are getting on with that???

The new ale Swallowtail from Humpty Dumpty breweries has been very popular and it's something we will continue to stock.

The television bought from the members money will be put in the club room soon?? A few members have been asking when this is going to happen. **ACTION Ben**

Nikki's Buckley has stood down from the committee, so thanks to her for her hard work over the years. Nikki will do the cover arranged for this month and finish at the end of June. Clare to arrange a thank you card. **ACTION Sue**

No other issues from the club, we look forward to being busier over the next few months with Summer bringing more people out and also look forward to the events planned during the summer, I am always thinking of new ideas and ways to bring people into the club so hope to report some new things to try in the near future.

7. **Hug a Mug.** Sue advised that Hug a Mug continues to be busy and the need for volunteers continues. We are still seeing new faces.

We are still looking at recruitment for replacing Kirsty.

Coffee machine has been ordered and due for delivery on 20th June.

8. **Premises update/Cellar.** Ben explained that interest for further space has been made by Fitness at the Street. A suggestion was made to knock through the small Social Club toilet to increase the cellar and enable to stock from the garage to be moved. This would allow for the gym to take more of the garage space. Steve also asked if some outdoor space could also be provided. The suggestion was that a section of the compound could be fenced (closest to the garage) to enable this. An additional fee of £25 per month would be paid by Fitness at the Street for this additional space. **Unanimously agreed. ACTION Ben/Steve.**
9. **Sliding scale for regular hirers.** A suggestion was made to give regular hirers an incentive to increase their sessions. **Unanimously agreed. Action Kerry**
 - a. 1-4 hours per week = Regular hire rate
 - b. 5-8 hours per week = 20% reduction
 - c. 9+ hours per week = 25% reduction
10. **Brundall Memorial Hall challenges.** Ben wanted to make all Trustees aware that an email had been received from Mr Frederick Smith (known as Jamie Smith) previously of Brundall Memorial Hall, complaining about Ben's involvement with Brundall's AGM. Ben stated that there are no issues with Lingwood Village Hall as an entity and reconfirmed

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that he had been approached to help them as an individual and was not acting on behalf of LVH. He stated that he is unsure how the matter will resolve itself but wanted to make everyone aware.

- 11. AOB** Steve (Fitness at the Street) gave a brief update from the gym, stating that they have around seventy members and have had 165 visits this week. He stated that his goal was to get another thirty members in the next few months. He advised that Kim would be joining and they would be looking to offer group training sessions.

Janet asked if we were running a Macmillan Coffee Morning. All happy for Janet to do from home.

Jim off until September.

Tony suggested some slabs could be placed out from as part of the work for Petanque.

Ben advised that he made a presentation at the last Parish Council meeting, to give an overview of LVH. He stated it was nice to have a representative of the PC here this evening.

John raised the issue of gifts for staff leavers. He suggested that Social Club membership could be given for the number of years served and asked that everyone think about this for further discussion at the next meeting.

Meeting closed at 8:55pm

Next meeting: 16th July 2019

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

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

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