



Final Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 16th July 2019 at 7pm when there were present Ben Bethell, Richard Bethell, Jim Marshall, Janet Marshall, Sue Sturman, Kerry Sturman, Matt Dingle, Carla Sutherland, Clare Searby, Sam Bethell, Brian Whiskin, Paul Sheldrake, Steve D'Souza, John Reed. Members of the public present – Anne Bone, Dawn Davenport, Tina Johnson (Friends of Lingwood Primary Academy) and Steve Snowling (Fitness at the Street)

1. **Welcome and Apologies** – Ben welcomed attendees.
2. **Declarations of Interest.** Ben, Sam and Richard point 10.
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 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 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 Ben**
- Tidying up of the main entrance, better wheelchair access across the car park and move LVH signage back. **ACTION Ben/Kerry**

4. **Hall Manager update.**

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

Mr Ben Bethell (Chair)
62 Station Road
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Norwich
NR13 4AZ

(Treasurer)
Matt Dingle
Strumpshaw

Secretary
Brian Whiskin
Christine Avenue
Lingwood

OUTSTANDING – First Aid co-ordinating dates with Jeff Fisher at £20 per person.

OUTSTANDING – Wedding advertising. (Time planned for Jean/Hayley to cover office hours to enable time to complete this in August) (6hrs left @ £8.65 = £51.90)

OUTSTANDING – Solar Panels – response from EON is that we're too late to apply for FIT. Jean to contact them to see what we can do if anything.

Accomplishments

- Implemented changes in floats in May. Working well. Just tightening up on access to floats left for events.
- Function Room advertising – Plan to have bar staff research possible contacts to send our leaflet to.
- Another good month for irregular hire. We did our first private BBQ for a Christening where we made around £200 profit on the food cost. Food service was covered by volunteers. We would like to be able to offer this service to party bookings for 2020 but don't have the team to fall back on to cover. (Football food/Petanque/Darts)

July busy - £1100 in the pot for irregular hire, plus £800 for food service for the Emeralds BBQ last Saturday. Clare is taking care of the wedding coming up next week. We have maze orienteering and Wherry Brass in this weekend.

Staffing – Kirsty's hours have been replaced with Hayley Cook and Lisa Cushing. Lisa will work each Thursday and be on standby for holiday/sick cover. Hayley will work the three week Friday/Saturday rota. Jean has also requested to drop her Tuesday morning shift. We have looked at how we could strengthen both HAM and office lunch cover. We suggest that Hayley work 11:30pm-1:30pm Monday to Thursday along with the three week Friday/Saturday rota. She would alternate with Sue with one week in the office, being HAM back up, then work in HAM the following week being able to do office work if HAM is not busy.

To enable this five days per week there is a requirement for an additional six hours paid hours for Hayley and it would also seem right to pay the senior rate of £8.65 as she will be given a set of responsibilities as well as being a keyholder. She will be given food hygiene and premises presentation – be responsible for a fortnightly check of the premises, checking for maintenance/cleaning issues to be reported back for consideration. This area is particularly pertinent as we move into planning for coming into our fifth year, we can begin to build in a budget of what will be required at that point. Hayley is also being trained for bar cover. **Unanimously agreed. ACTION Kerry**

Staff hierarchy

Kerry – Hall Manager (overall responsibility)
 Sue – HAM/Bar team Manager
 Jean – Food service/Office/Utilities
 Hayley – Food hygiene/Premises presentation

Finance update as at end of June:

Treasurers Account:

Normalised inc/exp: 2019 YTD

£10045.99

2018 YTD £750.44

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Actual (including capital projects): 2019 YTD £2321.29 2018 YTD £-7423.37

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 June 2019: £7551.91

Closing balance June 2019: £5518.57

Bank balance movement of £-2033.34

Income: £8167.25

Expenditure: £10200.59

Coffee machine purchased £1530

PRS license £1872.44

Savings: Opening balance Jan 2019: £32968.59

Opening balance June 2019: £32975.36

Closing balance June 2019: £32976.81

Bank balance movement of £1.45 in interest.

Total in the bank: £38495.38

5. **Social Club update.** Clare gave an update for the Social Club.

We are seeing more new faces. We're up to 420 members.

Clare gave thanks to Sam for her efforts as she has now left and will shortly be moving away.

The school fete and cocktail nights were good.

Cover is required for the end of month BBQs. **ACTION Clare**

Clare suggested that we hold a 'birthday bash' for members on Friday 13th September. **ACTION Clare**

Social Club Quiz – Jim/Clare to organise another for a Friday evening. **ACTION Clare**

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Sunday Committee Cover was discussed and suggested that whilst the Sunday Badminton group are in there is no requirement for Committee Cover, so long as there is a designated person available on the phone. **Unanimously agreed.**

ACTION Sue

A staff meeting is to be held on Monday 22nd July. **ACTION Clare**

Sue advised that there have been some issues organising the bar rota, although this has been down to timing of issue, it is also that there are not enough people in the pot to take the hours. Kerry has received a CV from a Mum at school looking for hours. She suggested that she be trained and be offered adhoc hours to strengthen the team. **Unanimously agreed. ACTION Kerry**

6. **Hug a Mug.** Sue advised that Hug a Mug continues to be busy, average takings are around £1000 per week. We continue to look for volunteers and we are still seeing new faces.

The past two weeks have been tricky due to holiday and sickness.

Sue stated that a review of the Finance Policy should be completed.

Shelving in the kitchen to be put up. **ACTION Ben**

7. **Finance.** Kerry to issue copies of the Finance policies to the Trustees for review. **ACTION Kerry**

8. **Plastic usage and environmental challenges.** Ben thanked Tina for her efforts on the Terracycle campaign. Tina advised so far this has raised around £60 worth of credits to split between LVH and FOLPA. Ben explained the mounting pressures on LVH to be aware of environmental issues and look at ways to reduce our use of single use plastics and waste generally.

Areas of consideration are plastic cups at events, biscuits for Hug a Mug and waste generally. All to have a think and discuss further at the next meeting. **ACTION All**

9. **South Walsham FC.** Ben advised the SWFC are looking to erect permanent dug-outs on the football pitch. Concerns were raised that this may invite anti-social behaviour. It was suggested that a frame be erected which could have a cover placed on and removed at each match. **ACTION Ben**

10. **Brundall Memorial Hall Challenges.** Ben explained that further communications had been received from Mr Smith in relation to Ben's involvement in the BMH AGM. Ben advised that he had not received any payment for attending. He asked by the Trustees to assist as an impartial person. Ben, Sam and Richard left the meeting to allow the Trustees to discuss further.

Trustees agreed that an email response be given by Kerry, reiterating that Ben was not paid, LVH did not receive any payment and that Ben was helping as an individual and not in any capacity representing LVH and to state the the matter is now closed. **Unanimously agreed. ACTION Kerry**

Ben, Sam and Richard returned to the meeting.

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11. Staffing. Ben asked that paid staff leave the meeting. A short discussion was held relating to the payment of a Summer bonus, which was paid to Kerry last year. It was agreed that this would not happen this year due to the change in circumstances since 2018. **Unanimously agreed.**

12. AOB

Premises update/Cellar. Work is now underway to remove the toilet and create more cellar space. Ben suggested that some additional racking be purchased for the new space at an expected cost of £72 each. **Unanimously agreed. Action Ben**

Friday Fun Nights. As previously discussed, fun nights have not attracted new people, other than those with children on site. It was suggested that Fun Nights will finish for August and start up again in September and allow those who wish to stay on site after 9:30pm to do so providing that the children are well behaved. **Unanimously agreed. ACTION Kerry**

Extension. Ben showed new set of plans for the proposed extension and asked for people to give thoughts and considerations to the next meeting. **Action all.**

Fitness at the Street. Steve gave a brief update from the gym. Memberships are growing opening hours have increased to 6:30am starts. Kim is a full time part of the team.

Gate padlock to be bathed as sticking. **ACTION Ben**

Janet suggested that a clock be placed in the Main Hall. She is happy to organise. **ACTION Janet**

South Burlingham Church held a very successful bingo evening and Ben suggested that we look at ways that other fundraising events could be put on to work in conjunction with the church or other local charities. **ACTION all.**

Meeting closed at 8:55pm

Next meeting: 10th September 2019

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

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

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