



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 10th December 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, Matt Dingle, John Reed, Kerry Sturman, Brian Whiskin, Richard Bethell, Sam Bethell, Carla Sutherland, Steve D'Souza and Sue Sturman. Members of the Public – Anne Bone, Tony Gould, Phil Henry and Steve Snowling.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from Clare Searby, Tina Johnson, Marina Tubby.
2. **Declarations of Interest.**
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/Kerry**
- Tidying up of the main entrance, better wheelchair access and move LVH signage back. **ACTION Ben/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**
- Ideas for specific projects for Grants **ACTION All**
- Wedding storage – Cupboard in the Function Room to be shelved for better use of the space. **ACTION Jean**
- Cleaning proposal for HAM **ACTION Sue**
- Ben advised that Norwich United have agreed to cover the costs to remove the white storage container from the bottom of the field. **Action Ben.**

4. **Hall Manager update:** Kerry gave an update of what has been achieved through better office co-ordination of projects and tasks meaning things are getting done!

- HAM - Alcohol, tipples, Crockery, Online food shopping, co-ordination of food service
- Co-ordination of maintenance tasks
- Washing machine area cleared – ready for machine to be plumbed in
- First aid training completed – certs on their way
- Lift training
- Volunteer party
- Events/bookings list for 2020 – now accessible by Bar Team. Ongoing list to show bookings and highlight

gaps where events could be put on by the hall.

- Further training for Hayley – paying invoices/handling bookings/deposit returns
- 2020 hire rates have been advised to all regular groups
- Setting an area of focus for each month
 1. Dec – volunteers

Office will close from 23rd Dec to 2nd Jan. I will be coming in to sort SC floats. Staff pay will be done on Friday 20th (as previous in years)

Cleaning – ongoing balance of maintaining a clean hall around users/HAM. This is particularly noticeable when Carol is on holiday and Brigitte covers. HAM are also showing more of a need for after service cleaning so that office tasks can be fulfilled.

Atkins who are undertaking the rail works in January, will be using LVH Car Park for 6wks. Suggested £4720 payment for the hire has been accepted and invoiced. Gate key to be issued.

5. Social Club update: Jim gave Social Club update in Clare's absence:

- The club is still running well, we are approaching the 480 mark for members.
- Our next big focus will be on membership renewals, which we can start to tackle on the upcoming cocktail night.
- We had a successful staff meeting on the 2nd December.
- Nothing more to be noted, but I will update on the December events.

Events:

- We have another cocktail evening on the 20th December, which is being advertised on Facebook. If the last one is anything go by then I expect we will see another busy night in the club. It's been decided to host the next one in the hall as due to its popularity the club room is now too small to accommodate all the customers, and last time unfortunately had to turn people away. The hall will open up more space and with the PA system in place can offer music/dance floor etc. Jim has composed another very relaxed table quiz to add a bit of fun to the night also. Thanks to Ben and Sam who have offered to do memberships/guests fees for the first part of the evening, this will be a good chance to get people to renew their membership for the coming year.
- We have the children's party organised on the 21st December, we have a children's entertainer booked for the afternoon, as well as various stalls and games.
- New Year's Eve is looking good. I have booked a casino to feature in the club room, as well as a DJ for the evening (who is doing an hour of children's entertainment too)! I'm hoping there is something for everyone on the evening, with the idea children are included in the fun with the children's entertainer and then adults entertainment with the casino as well as the D.J. Booking the businesses to attend has cost £750, tickets are priced at £5, adults only and children are free. Tickets are now on sale! Myself and Jim are getting the tables out in the afternoon in the hall. It would be handy to have some volunteers to help with tidying on NYD. The club room will need to be made good for the park run, the following morning.

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

- 6. Hug a Mug update:** Fridays and Saturdays continue to be popular. Hug a Mug to close on Friday 20th December and re-open on 2nd January. There will be openings on the Saturdays for parkrun and also on New Year's Day, which will be staffed by Sue and Jean.

Ben advised that we ought to have a specific 'volunteer' card going forward, rather than using old membership cards.

Unanimously agreed. ACTION Ben/Kerry

Following feedback, Ben paid for a round of drinks at the Volunteers party, he suggested that this be paid by LVH.

Unanimously agreed. ACTION Ben/Kerry.

- 7. Finances:** Ben advised that Matt will be stepping down from the position of Treasurer at the AGM. He thanked him for helping out and asked everyone to consider if they wished to take his place.

As at end of Nov:

Treasurers Account:

Normalised inc/exp: 2019 YTD	£10,843.18	2018 YTD £7094.26
Actual (including capital projects): 2019 YTD	£29.85	2018 YTD (£2,648.68)

This year we've had PAT testing in January at a cost of £3,120. Purchased coffee machine at £2,240.99.

Bank Balances:

Treasurers: Opening balance Jan 2019: £3,197.28

Opening balance November 2019: £8962.31 Closing balance November 2019: £2,357.13

Bank balance movement of (£6,605.18)

Income: £10,439.17 Expenditure: £17,044.35

Savings: Opening balance Jan 2019: £32,968.59

Opening balance November 2019: £32,982.28 Closing balance November 2019: £32,983.77

Bank balance movement of £1.49 in interest.

Total in the bank: £35,340.90

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8. Staffing: Ben advised that Kerry is now managing Bar Staff and will be their point of contact. Ben, Jim and Paul continue to make the staffing decisions.

11. Grant applications: Some suggestions were: New tables, extension, acoustic boards, PA system, signage – Brown signs, changing space, lighting, improvements to the hall entrance, car park development. For discussion at the next meeting.

11. AOB:

- Maintenance planning – 2020 Spring clean. **ACTION Hayley**
- Phil raised issues with the parkrun course being muddy and suggested having a delivery of cinder. **Unanimously agreed. ACTION Phil**
- Brian suggested that a cage be obtained to store the gas bottles. He has obtained a new petrol lawnmower – suggested that another BBQ storage box be obtained for that. **Unanimously agreed. ACTION John**
- Janet asked about bunting requirements for VE Day. Will make some. LVH to cover cost for materials. **Unanimously agreed. ACTION Janet.**
- Steve Snowling gave a Gym update. Numbers are increasing, additional classes are planned for the New Year. FATs are now part of a GP referral scheme and are also working with Gym Pass which is a scheme offering gym access for employers of large companies.
- Donations from the hall for events: Nelson's Journey craft fair: Could we donate £100 to them from HAM. This took into consideration 60% costs and then 50/50 split of the rest. We do not have a policy for this kind of thing. Hayley and I would like to do more craft events and have HAM open rather than do our own refreshments. **Unanimously agreed. ACTION Kerry.**
- Kerry advised that there are issues with taking bottles across to the bottle bank and suggested that we purchase a trolley. Estimated cost of £130. **Unanimously agreed. ACTION Kerry.**
- No chip nights until 10th January

Meeting closed at 8:55 PM

Next meeting: 14th January 2020

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

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

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