



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 12<sup>th</sup> November 2019 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, John Reed, Kerry Sturman, Brian Whiskin, Richard Bethell, Sam Bethell, Carla Sutherland, Steve D'Souza and Sue Sturman. Members of the Public – Anne Bone and Tony Gould.

**7. Welcome and Apologies** – Ben welcomed attendees, apologies from Clare Searby, Tina Johnson, Matt Dingle, Marina Tubby and Steve Snowling. Phil Henry has been invited to future meetings to represent parkrun.

**8. Declarations of Interest.** Carla Sutherland – Staffing (Kiera)

**9. 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**
- 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**
- Increase of hire rates for 2020. **Action Kerry**

**10. BBQ storage:** Ben thanked John for organising the storage boxes for the BBQs.

**11. Hall Manager update:**

- Things are now taking shape in the office. Monthly office meeting is working well. Hayley is now going to run that. Action points issued after and monitored to ensure progress by the next meeting. We will add the action points of the Whole Hall meeting to our office list.
- New Function Room bookings: Calm Cats – term time, classes for children's' well-being. Booked for 6wks from January. Amanda Read – My yoga journey, Monday mornings (6wks from 28/10/19). Marie Frary Saturday morning Mindfulness – two tasters for view to 6wk course after Xmas.

- We have taken a Wedding reception booking from the wedding fair. We have given a reduced hire rate to the Weekend Wedding Package.
- Event planning - South Burlingham Bingo night Friday 6<sup>th</sup> December. They will provide prizes (no cash prizes) We can sell tickets in advance.
- Planning staffing for Dec, remaining staff holiday – Sue/Kerry.
- NYE – Clare is organising posters and tickets.
- Fire Alarm panel – changing our service provider. Jean is organising.
- Use of Car Park for rail works – 6wks. Suggested £4k payment although if they can change the grass on the side of the MUGA to hard standing ground we will give a discount. Waiting to hear back.

## Finances

As at end of Oct:

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 October 2019: £7685.85

Closing balance October 2019: £8962.31

Bank balance movement of £1276.46

Income: £12,254.98

Expenditure: £10,978.52

**Savings:** Opening balance Jan 2019: £32968.59

Opening balance October 2019: £32980.92

Closing balance August 2019: £32982.28

Bank balance movement of £1.36 in interest.

Total in the bank: £41943.23

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

## 12. 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.

- We had our last club BBQ on the 29th September which we had plenty of hands on help for, including myself, Jim and Paul. It definitely brought people to the club but the weather didn't help too much and Jim was forced to cook in the rain, but overall a good Sunday in terms of takings.
- It is my intention going forward, 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. I will do this via the whole hall fb page and social club chat page.
- We have welcomed Jake and Rachel into the bar team who are in the process of completing training and have got on very well.

### Events:

- We have another cocktail evening on the 20th December, 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. 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 is composing another very relaxed table quiz to add a bit of fun to the night also. The last one on the 4th October was hugely success with a lot of new faces.
- The Wedding fayre was very successful for both trade stands and also potential customers for the hall. We got a booking on the day for a wedding for next year. Trade stands all commented that would like to return next year and this is something I will be holding next October again. Not only did the event show off the hall in its party/wedding mode we also made £575 from the stalls who attended. So overall a hugely profitable day. Thanks to John, Janet, and Jim for helping me on the day.
- We have various other things planned to take us through to the end of 2019 which include, karaoke night, children's Christmas party afternoon, and of course New Year's Eve. I have arranged for a a multi talented D.J who will also be doing some children's entertainment early on in the evening, I have also booked a casino to feature in the club room, 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. We would have to sell 150 tickets to hit the break point. This is something if advertised well and we all get people talking about the evening, we can achieve and more.
- No other issues from the club, we look forward to keeping busy over the next 2 months in the lead up to Christmas with lot of different things planned and hopefully bringing more people in and interested in the hall and social club.

**7. Hug a Mug update:** Sue advised that takings for October were around £4000. We have purchased a new griddle and white crockery. There have been two Friday Breakfast services so far and both have been a success - £204 takings for last week with all items selling out. There has been some good feedback. Parkrun service on a Saturday morning is

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taking around £100, it has been advised that parkrun will be quieter now over the next few weeks. There is a NYD parkrun so HAM is open from 9:30.

Sue raised concerns with cleaning and the fact that there are jobs she needs to do in the office but is stuck doing the clean down more often. The suggestion is that more cleaning hours be given to allow for Sue to be in the office by 3:30pm. **Action – Sue to make further proposal at the next meeting.**

**8. Premises update:** Hayley has a list of maintenance tasks inside the office. Please see her if there are things to be added and she will be monitoring.

Tony suggested that slabs be put in from of the back doors of the hall to prevent stones being walked into the hall. It was also suggested that the back doors are closed off before the end of fireworks, once all have vacated the hall to prevent people walking back through at the end of the last session.

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.**

Ben advised that the car park, school side of the car park is again getting messy. 20T of gravel would be around £500 and it may be that this should be discussed with Lingwood Primary.

**9. Staffing – all staff and non Trustees/Committee left the room.** It was agreed that there would a Christmas bonus of £50 to Kerry and £30 to Sue in December pay and a bottle of wine/chocolates will be given to all other staff.

Staff/non Trustees/Committee returned.

**10. parkrun/leg-its:** A sizing set has been used for getting in the first batch of orders for the Leg-its t-shirts, which have the Lingwood parkrun and HAM logos featured. It was suggested that Lingwood Village Hall purchase a selection of printed shirts to hold in the office for future sizing purposes at a cost of around £230. **Unanimously agreed. Action Ben/Kerry**

**11. Grant applications:** We have possible opportunities to apply for Grants towards projects at the hall. Ben suggested that there should be specific projects in mind before going out to get Grants. He asked that all Trustees/Committee members bring ideas to the next meeting for discussion. **Unanimously agreed. All.**

# 11. AOB:

- FATs – Kerry advised that all is well following the incident at the Gym in August. Broadland Council have given Steve and Kim some very positive feedback. Memberships are going well.
- Ben advised that the posts in the compound should be sorted by January.
- Janet asked for clarification over hire rates and the differences between types of hire groups. Ben explained. Bowls remain as private hire group and will pay the regular hire rates.

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- The new petanque terrain is going well. We now have the invoice for electrics which we are waiting on the Grant money for.
- Wedding storage – Cupboard in the Function Room to be shelved for better use of the space. **Unanimously agreed. Action Jean**
- Homelea footpath – Ben explained the situation with the Parish Council over the possible closure of the footpath to Homlea.

Meeting closed at 8:55 PM

Next meeting: 10<sup>th</sup> December 2019

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

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

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