



Meeting notes of the Whole Hall meeting held at Lingwood Village Hall on Tuesday 15th June 2021 at 7pm when there were present Ben Bethell, Sam Bethell, Brian Whiskin, Kerry Sturman, Jim Marshall, Janet Marshall, Tina Johnson, Paul Sheldrake, Laura Sheldrake, John Reed and Cherry Whitehouse.

Apologies from: Phil Henry, Carl Johnson, Carla Sutherland, Matt Dingle, Richard Bethell, Phil Barnes, Steve D'Souza, Clare Gordon and Angela Whetter.

Members of the Public – Anne Bone, Tony Gould.

Representative of the Parish Council – Mike Ingram.

Ben gave a welcome to all, particularly to Cherry as a new member of staff and to Mike Ingram as representative of the Parish Council.

Declarations of Interest: None

- **Actions from previous meeting:**
 - Update of Finance policies – circulated on email. All agreed for these to be put in place.
 - Woodland Trust – plan for trees for Autumn 2021.
 - Grant application for awnings – completed. Awaiting installation.
 - Gutter for balcony – Action KLS/Maintenance person.
- **Hall Manager update:** Kerry gave an overview of office progress. Hall reopened on 17th May. Cherry and Clare are working well. Emily Witham has joined the HAM/Bar teams and is keen to pick up shifts. Hayley/Jean looking to come off weekend rota for HAM. Bar has lost Jake Risby. Clare Day and Hayley Ames are no longer part of the bar rota but happy to pick up events/cover if able to. We are able to employ 14yr olds with light duties.

Weekly office meeting is being held to go through priorities and actions.

Maintenance person – Kerry proposed that a maintenance person be employed, 4hrs per week at £8.91, using 2hrs of Sunday cleaning, which is not being utilised at the moment. All agreed with a review in September as hiring expected to increase with impact on cleaning hours. **Action** Kerry

Boccia – notification received from Sally to advise she is stepping down from running Boccia and asks that the £1000 surplus from their hiring fees be put towards training Max in order for him to take over. All agreed. **Action** Kerry

Emergency lighting – Quote received for replacement of failing units following annual service. £605.00. Kerry to source second quote and feedback. **Action** Kerry

CCTV – Proposal to install additional cameras – one to look out to the MUGA (£484.00) and one outside the office (£533.00), looking down the corridor. Parish Council to contribute £400 to the cost. All agreed. **Action** Kerry

Camping – No planning permission required if we have campers on the field for less than 28 days per year. Plan for 2022 offering. All agreed. **Action** Kerry/Cherry

- **Social Club update:** Jim gave SC update in Clare's absence: We had a slow start in the club for the 1st couple of weeks but we are slowly picking up. Darts & Pool have returned along with Pétanque coming on the odd evening. Saturday evenings are still quiet but hopefully things will improve. I have been busy setting up job cards for events and tasks including the end of the month bbq so we can be more organised. Excellent feedback from changing the Kronenbourg to Birra Moretti. This seems to be the favourite beer. Lingwood out of Lockdown is coming along nicely. If anyone knows of anyone who would like a stall please get in touch & please get sharing the event on Facebook. We will also require volunteers for the day with setting up & clearing away please.

Friday Fish and Chip nights – Richard is stepping down from organising the chip run on a Friday for SC. Clare has been working to try to get food wagons but this is not consistent. Kerry suggested that we could offer a free fish and chip supper with drink for any volunteer who would like to do the chip run. This could be offered to any volunteers, not just Committee. All to feedback to Kerry. **Action** All

John Reed raised concerns with dropping requirement for club membership. Jim/Ben explained the reasons.

- **Hug A Mug update:** Cherry gave an update. Happy cups have been ordered. We are working to having more volunteers on morning shifts and trying to recruit more volunteers. Due to problems with closing down and finishing on time, we will stop serving at 2:30pm to allow for cleaning and staff to be out by 3:30pm. Emily has taken on more responsibility for locking up and running Fridays and Saturdays. Jean to work every BBQ and help where needed on weekends rather than being on the rota. We've moved to online ordering with Bookers/Thompsons to reduce need for volunteers to do shopping and keep costs down. We are preparing for parkrun returning and offering breakfasts which we haven't done before. Staff shifts being monitored. New Hug a Mug till has been set up and mirrors the bar tills. Cherry is working on a leaflet to promote SC/HAM and suggested a free drink option to be offered for both. All agreed. **Action** Cherry.

Breakfasts have started to increase. A-board needed to promote further. **Action** Cherry

- **Fitness at the Street:** Fitness at the Street will be leaving us at the end of July to move to Salhouse to gain more space. Ben thanked Kim and Steve for their continued support of the hall and will miss them being here. We are now looking for a replacement tenant. Tina suggested we could look at setting up a 'resource hub'. Ben suggested this may be something we look at as part of the office extension.
- **Footballers:** Ben advised that SWFC are looking to make a longer commitment with us for use of the pitch and changing rooms and would like to make changes to the changing rooms. We will provide them with a copy of the rental agreement for FATs as a basis for an agreement going forward. **Action** Kerry
- **Finance update:** As at end of May 2021:

Treasurers Account: Normalised inc/exp: 2021 YTD (£22,302.67)	2020 YTD (£2,357.84)
Income/Exp: 2021 YTD £5,171.76	2020 YTD £27,381.10

Bank Balances:

Treasurers: Opening balance Jan 2021: £10,812.65

Opening balance May 2021: £35,582.76

Closing balance May 2021: £15,984.41

Bank balance movement of £19,598.35

Income: £4,567.75

Expenditure: £24,166.10

Savings: Opening balance Jan 2021: £32,996.93

Opening balance May 2021: £32,998.02

Closing balance May 2021: £32,998.30

Bank balance movement of £0.28 in interest.

Total in the bank end May 2021: £48,982.71

- **Office Extension:** Ben suggested we get the next set of plans submitted to Broadland and suggested there may be grant funds available to help with costs. All agreed. **Action** Ben/Kerry
- **Courtyard wall:** We have had a suggestion through Facebook that our Courtyard is too enclosed and that we should consider knocking the wall down. Ben advised that as the Courtyard is used for private functions/events we should leave as it is. All agreed. No action.
- **AOB**
 - Tina – Great Big Green Week 25th September. Event to be held to promote green issues. Hall/HAM/SC to support. **Action** Tina/Kerry/Cherry/Angela/Clare
 - Tina advised that a litter picking box has been set up with a combination lock using money from the Community at Heart award. This will be placed outside the MUGA once the CCTV is installed. **Action** Tina
 - Thanks to Brian for the donation of a lawn mower.
 - Brian asked about lighting in the courtyard. **Action** Ben/Kerry
 - Queens Jubilee 2022 – events being planned with the Parish Council. **Action** Ben/Kerry
 - Running track is complete. Lots of good feedback received.

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

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

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

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

(Treasurer)
Phil Henry
Lingwood

Secretary
Brian Whiskin
Christine Avenue
Lingwood

