



Meeting notes of the Whole Hall meeting held via Skype on Friday 26th March 2021 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, Kerry Sturman, Brian Whiskin, Richard Bethell, Sam Bethell, Phil Henry, Carl Johnson, Carla Sutherland, Matt Dingle, Phil Barnes, Steve D'Souza, Clare Gordon and Angela Whetter. Members of the Public – Anne Bone and Tony Gould.

Apologies from: John Reed and Cherry Whitehouse

Declarations of Interest: None

● **Election of Officers for Lingwood Village Hall Trustees: Proposed by Jim Marshall:**

- **Chair** – Ben Bethell
- **Treasurer** – Phil Henry
- **Secretary** – Brian Whiskin

● **Election of Officers for Lingwood Social Club: Proposed by Ben Bethell:**

- **Chair** – Paul Sheldrake
- **Secretary** – Jim Marshall
- **Treasurer (Joint)** – Jim Marshall & Paul Sheldrake

● **Hall Manager update**

Kerry gave an overview of the areas which have been covered since returning to the hall on 8th March. Preparations are under way for Cherry starting on 6th April. Kerry and Cherry will set up office in the Function Room to provide a large working space.

Minimum wage increases from April 2021:

23 & Over	£8.91
21 to 22	£8.36
18 to 20	£6.56
Under 18	£4.62

Kerry suggested that pricing is looked at as our wage cost rises.

Action: All to consider.

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

Cellar cooler: Second quote received for replacement of £2173.18 +vat. This includes extra ducting to help with air intact. There would be a small additional cost to install a grill into the end wall help the hot air to escape. All agreed to go ahead. **Action:** Kerry

Car boot: With numbers dropping off in recent years, it is suggested that we look for someone to take over the running of the car boot. All agreed. **Action:** Kerry

HAM Till: We are to receive a grant of £500 from Broadland DC to put towards the cost. Expected cost around £1800. **Action:** Kerry

- **Social Club update**

Clare G will become more involved to run events and increase footfall for the Social Club, she will meet weekly with Kerry and Cherry. Clare will work Wednesday and Thursday evenings, with Steve Key on Tuesdays and Fridays. SC will no longer open on Saturday afternoons, unless required for football/events. Sundays will be closed. Staff have been advised of changes to opening and been asked to confirm if they are not returning by 15th April. After which time weekend rotas will be issued. Changes to opening times will be advertised once we are passed 12th April and there have not been any changes to the Government road-map for reopening.

Members money is currently sitting at £4100. Ben suggested that this is used to pay for the cellar cooler and that members are asked for any other suggested once we start advertising our reopening plans, giving until end of June for suggestions. All agreed. **Action:** Kerry

- **Finance update**

Phil gave an overview of finances for the year. Our bank balance at the end of February was £57,034.71 compared to £43,809.58 at the end of 2020. We have received further grants this year totaling £16,307.29. Phil advised that our financial audit for 2020 has now been completed and Phil gave an overview of the report provided by Sarah Hunt, who was pleased with the processes we have in place. She suggested that our Finance Policy should be updated. All agreed.

Action: Kerry to circulate for feedback.

- **Sports track**

Tenders were put out in November and quotes received. Kerry has met with three of the contractors and quotes have been sent to Lingwood & Burlingham Parish Council with a recommendation of which one we would go. They will be handling the payment for the work due to the VAT implications. The builders were invoiced for the rest of the money on 10th March. Ben advised that as it stands there is a £8-9k shortfall. It may be necessary to underwrite this amount in order for the work to begin in a timely manner and be completed ready for parkrun returning on 5th June. All agreed. **Action:** Kerry

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- **AOB**

- White container – Ben advised that he is organising Peter Medler and Stuart Pairpoint to help move the container from the field to the car park for collection.
- Phil drew attention to possible grants available for outdoor space. **Action:** Kerry
- Jim asked if we would be entitled for trees from the Woodland Trust. Ben suggested that would be an idea for 2022. **Action:** Kerry
- Angela suggested that the kitchen could be painted before we reopen.
- Paul advised that the wall machine would need to be removed as the club is no longer a members club due to licensing. Suggestions made for other ways we could allow people to buy them. Decision to be made prior to re-opening. **Action:** Ben/Paul/Jim/Kerry

Next Skype meeting: 16th April 7pm

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