



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 14th January 2020 at 7pm when there were present Ben Bethell, Jim Marshall, Janet Marshall, Paul Sheldrake, Matt Dingle, John Reed, Kerry Sturman, Brian Whiskin, Richard Bethell, Nigel Holmes, Sue..... and Sue Sturman. Members of the Public – Anne Bone, Tony Gould, Phil Henry.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from Sam Bethell, Carla Sutherland, Steve D’Souza, Tina Johnson, Marina Tubby and Steve Snowling.
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**
- 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**
- Ben advised that we ought to have a specific ‘volunteer’ card going forward, rather than using old membership cards. Unanimously agreed. **ACTION Ben/Kerry**
- 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**

4. **Hall Manager update:** December is a slow month with holiday etc. January now planning for the year ahead – events, finances.

Monthly office meeting means we are co-ordinating projects and tasks:

1. Planning for Fire safety lights/front door service/annual fire inspection/hard wiring testing
2. Further training for Hayley – paying invoices/handling bookings/deposit returns

3. Card machine – paperwork sent off – waiting for confirmation. Chased 6th December. Payment to wrong account. Ben chasing change.
4. Sorted cellar floor
5. Kids Christmas party
6. Event organising – Easter Eggstravaganza, VE Day - Listing all aspects of the events/help required. We have stallholders beginning to book for Easter. We will need volunteers to work tables such as splat the rat, tombola etc – other ideas that we may have.

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.

Cleaning – ongoing balance of maintaining a clean hall around users/HAM. Proposal to be put together for additional cleaning in HAM at close so that office tasks can be fulfilled. **ACTION Sue**

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. **ACTION Kerry**

Area of focus for the office for January is writing Volunteers charter. **ACTION Kerry**

Friday Fun Nights return 24th January. Brigitte and Hayley will now be running those with a youngster helping. Kerry to be support in the background. Carol helps out and Charlotte/AN Other are in for part of it as well. This has worked well having a youngster to do games etc.

Bar Staff now within office remit. Working on a staff manual, evaluating training gaps.

Finances as at end of Dec:

Treasurers Account:

Normalised inc/exp: 2019 YTD	£13,244.45	2018 YTD £7094.26
Actual (including capital projects): 2019 YTD	£692.12	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. We rec'd gas refund for over payments in Dec of £3068.82.

Bank Balances:

Treasurers: Opening balance Jan 2019: £3,197.28

Opening balance December 2019: £2,357.13

Closing balance December 2019: £3,889.40

Bank balance movement of £1,532.27

Income: £11,398.44

Expenditure: £9,866.17

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

Savings: Opening balance Jan 2019: £32,968.59

Opening balance December 2019: £32,983.77

Closing balance December 2019: £32,985.04

Bank balance movement of £1.27 in interest.

Total in the bank: £36,874.44

5. Social Club update: Clare S stood down in December. Jim thanked her for her efforts and will arrange a Thank You card to be signed and delivered.

New officers: Paul Sheldrake: Chairman (proposed by Jim/Seconded by Brian), Treasurer - Nigel Holmes.

Events - NYE made money. Proposed to work a similar event in 2020. Rebook Casino tables/Jake Ace. **ACTION Kerry**

Propose at the AGM that Members contribute. **UNANIMOUSLY AGREED**

Kerry to provide list of Events to the Kings Head. **ACTION Kerry**

Additional optics to be put up for collection of gins. **ACTION Jim**

Committee Cover - New volunteer cards to be produced to replace the mixture of old membership cards for volunteers. T&Cs to be printed on the back. **ACTION Ben**

Hayley Ames has been taken on to pick up Thursday shifts, she will also join the food service team. Clare D will pick up membership admin on her Wednesday shifts.

Suggestions for SC AGM for members money - new chairs/tables, redecoration, casino for NYE, patio heaters, artificial grass. **ACTION all for AGM**

6. 2020 priorities – premises, efficiencies, finances: Hayley completes a weekly walk round looking for additional jobs for maintenance and cleaning and takes action for getting them done. List to be compiled of jobs that will need doing as part of our five year maintenance plan - what/scale, who, cost. **ACTION Hayley C**

2020 challenge is to be more effective with what we have.

7. Staffing: The National Living wage will increase from £8.21 to £8.72. Discussion held as to where our pay scales will move. Kerry left the meeting. The following increases were agreed to come into effect from 1st April 2020:

- £8.21 to £8.72
- £8.65 to £9.25
- £11.25 to £12.50

Kerry returned to the meeting.

8. Blofield – Margaret Harker Hall: We have been approached by MHH to discuss possibility of helping with their administration. Meeting to be held 17th January 2020 to discuss further. **ACTION Ben/Kerry**

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9. AGM preparation: Pauline James will audit our accounts again in preparation for the AGM. **ACTION Kerry**

10. AOB

- Paul – Bar prices need to be reviewed. **ACTION Paul/Jim/Ben**
- Jim - Parish Council - Signage needed for the MUGA. **ACTION Kerry to advise Sonya**
- Phil Henry - Request for additional cinder for the parkrun course. UNANIMOUSLY AGREED **ACTION Phil**
- Parish Council - suggestion that not all LVH minutes have been provided for the PC website. **ACTION Kerry**
- Bin required at the youth shelter. **ACTION Parish Council**
- Ben raised purchase of stocks/splat the rat from Joe Searby at cost of £30. UNANIMOUSLY AGREED **ACTION Ben**
- Ben advised that there was a plan to plant trees and wildflowers in the open area of the bottom field. Stakes for tree will be required at an expected cost of £60. UNANIMOUSLY AGREED. **ACTION Ben**
- MUGA equipment has gone missing from the storage box. **ACTION Kerry to advise Sonya**

Meeting closed at 9:05 PM

Next meeting: 10th March 2020

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

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

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