



Meeting notes of the Whole Hall meeting held at Lingwood Village Hall on Tuesday 15th March 2022 at 7:15pm when there were present:

Trustees: Ben Bethell, Richard Bethell, Steve D'Souza, Phil Barnes, Matt Dingle,

Social Club Committee: Sam Bethell, Carl Johnson, Susan Clowes and Bruce Clowes

Hug a Mug representative: Angela Whetter

Staff: Kerry Sturman

Members of the Public: Anne Bone and Tony Gould

Apologies from: SC: Jim and Janet Marshall, Paul and Laura Sheldrake Trustees: Phil Henry and Carla Sutherland. Staff: Clare Gordon. Parish Council: Mike Ingram

1. Welcome and apologies for absence
2. Declarations of interest: HR: Kerry, Carla, Ben, Sam, Paul, Laura and Angela
3. Election of Officers for Lingwood Village Hall Trustees (No ballot required)
 - a. Chair: Ben Bethell
 - b. Treasurer: Phil Henry
 - c. Secretary: Steve D'Souza
4. Election of Officers for Lingwood Social Club (No ballot required)
 - a. Chair: Bruce Clowes
 - b. Treasurer: Paul Sheldrake
 - c. Secretary: TBA
5. Actions from last meeting:
 1. LVH & SWFC agreement – awaiting further response from SWFC for further discussions.
 2. Courtyard lighting
 3. Queens Jubilee – in progress with LBPC
 4. Office extension
 5. Camping 2022
 6. Sunday Food service - suggestions for 24th April
 7. Woodland Trust
 8. Anglian Water Smart antenna
 9. Front entrance brick weave
6. Hall Manager update - see attached

7. Finance update

February opening balance of working account £2,339.27

Income £11,379.32

Expenses £8,472.06

Closing balance £5,246.53

- £2,032.15 of the total £3,400.21 wage cost is attributed to HAM. Down slightly from January. Again we are working with fluctuating volunteer numbers and their availability changes week to week. We continue to monitor and cover with other volunteers where possible.
- Amongst the costs in February, we've had pest control, new office PC, lift fix from Dec where the invoice wasn't received.
- This month we anticipate payments for the boiler fix, lift call out again, advertising with The Village Book and fix for outside lights. The awnings are expected to be installed next week, the remaining grant money has been chased up. There will also be some electrical work required once the main installation has been done and will need to be quoted for as we don't yet know what is required.
- Irregular hire has been up in February with £135 in the pot for March bookings. We've certainly felt an upsurge in bookings for the next few months.
- I've shown the Back Field project in the Extraordinary expenses/income.

Overall total (Treasurers + Deposit) £38,247.31 at the end of Feb.

8. Audit Actions

1. HR: All agreed that KLS is responsible for implementing HR matters, supported by CG. HR policy to be updated - **Action: KLS**
2. Reinstatement cost assessment - £600 quotation received from Allman Woodcock. All agreed. **Action: KLS**
3. Reserves policy - Discussion and decision as to whether a Reserves policy should be held, if so to what extent. For instance 3months wage costs (£10k + £5k buffer)
4. Purchasing – Discussion and decision. All agreed that there is no expectation on any member of staff or volunteers to use their own funds to make purchases on behalf of the hall or bar. KLS can pay on production of invoices within a matter of hours.
5. VAT threshold - Discussion and decision as to whether to engage an independent accountant regarding VAT implications for next few years. We understand that the current threshold is £85k (excluding regular hire/grants)

9. Social Club update - see email attached from Clare

1. New Name
2. Relaunch - 1st April

10. Car boot - All agreed pitches to be charged at £5. Steve Mason to continue running and will take full pitch fee for first 10 stalls. LVH to receive half of all pitch fees above 10. EDP advertising to be arranged (split 50/50 with Steve). Steve to provide copy of his PL insurance. LVH to issue new agreement for 2022. **Action: KLS**

11. AOB

1. AW suggested we should use 'Henry Burroughs Room' instead of Function Room in advertising. **Action: KLS**
2. Aerial photos from Mike Page. **Action: MD**
3. Outside signage. All agreed in principle. More detailed costs/designs required before sign off. **Action: BC**

Next meeting - AGMs: Tuesday 26th April 2022 7:15pm

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
Steve D’Souza
Lingwood