

## **Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 2<sup>nd</sup> Dec 2021**

### 1. Attendance

Present: John Somerville (JS), John Cairns (JC), Tamara Coton (TC), Andy Newton (AN), Rae Seng (RS).

Apologies: Tom Williams (TW), Louise Burn (LB), Peter Hall (PH), Karen Barrett (KB), Neil Gray (NG)

### 2. Approval/ Amendments to the minutes of the last meeting

A few amendments and additions were required. Following final approval via email, **JC** forwarded the minutes for inclusion on the APC's website.

### 3. Hedge/Memorial Bench/Christmas Tree: record site improvements.

The footings for the Beech hedging were dug on 6th November 2021. In addition, the Christmas tree was planted, and the memorial bench was secured to a concrete base. On 21<sup>st</sup> November 2021 the Beech saplings were planted along with Spring bulbs along the front of the site. The hedging was planted with a central gap in order to restore the original access position in line with the dropped curb.

### 4. Carol Singing Event 2021: Detailed planning (and subsequent cancellation).

The Carol Singing Event was to be held on Friday 17<sup>th</sup> December 2021, and much of the meeting was spent on the detailed planning for it. However, on 10<sup>th</sup> December 2021 the significant national concerns regarding the Omicron variant of the Covid virus and its potential impact on the number of attendees led the Committee to cancel the event.

### 5. Further consideration of canvassing responses/spreadsheet.

There was insufficient time and attendance to discuss this item. Potential options for the way ahead would be discussed in the New Year.

### 6. Formulate ground rules for the hire of the Village Hall site/marquee.

Initial thoughts regarding the marquee were that it should only be used on the Village Hall site and would need to be erected by members of the committee and associated volunteers. However, it was noted that too many bookings requiring use of the marquee could become onerous for the Committee.

For the site itself, **AN** agreed to obtain a copy of a booking license that would be required if music and/or a bar serving alcohol were to be permitted. It was also possible that the hire of portable toilets could be needed. In addition, a bond scheme to cover potential damages could be introduced. Finally, the Village Hall site's insurance policy would need to cover private events.

#### 7. Any Other Business

APC had granted permission for its new noticeboard to be located on the Village Hall site. **AN** had obtained 3 quotes which would be considered by APC on 5<sup>th</sup> December 2021.

#### 8. Arrangements for Next Meeting

The arrangements for the next meeting of the SWWVH Committee would be announced in the New Year.