

## **Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 10th Mar 2022**

### 1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Tamara Coton (TC), Peter Hall (PH), Andy Newton (AN), Tom Williams (TW).

Apologies: Rae Seng (RS), Karen Barrett (KB), Neil Gray (NG).

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

The meeting proceeded out of sequence to accommodate AN's requirement to leave early and to leave more time for discussing the Jubilee celebrations. Consequently, it was agreed that the minutes of the previous meeting would be reviewed and agreed via email.

### 3. Progress reports: Village Hall gates, fence and noticeboard.

**AN** had received a quote of £750 from Trevor Watton for making and installing a vehicle gate and a side gate. APC had agreed to make a 30% contribution towards this cost and **AN** would ask Mrs Kaberry-Brown if she also had any funds that could be used to further offset the expense. In addition, **AN** would ask Trev Watton if he would also remove the existing wire fence and concrete posts. The new APC noticeboard was being made by the Pelican Trust and would be considerably larger than the original. It would be installed on the Village Hall site by committee members. **AN** also reported that the APC were reviewing potential plans for a housing development to be built on the Rookery Lane ex-waste site which, if approved, might also include the erection of a new village hall.

### 4. Action to be taken in response to canvassing replies.

This item would be discussed at the next meeting.

### 5. Village Hall site and marquee bookings.

It was thought that a fee of £50 could be appropriate for private use of the marquee (either on or off site) to cover for wear and tear. It would also provide a small revenue for the Village Hall fund. A refundable bond of £100 could also be charged for potential damage to the site and/or the marquee.

It was originally thought that the marquee would only be erected and dismantled by committee members and close associates. However, the Committee now thought that this could become too onerous if hiring the marquee proved to be popular. Instead, responsibility for erecting/dismantling the marquee would rest with those booking but they would probably need to be supervised/instructed by a committee member at least for their first hiring.

Booking of the site and/or the marquee would need to be recorded and **JS** agreed to maintain an appropriate diary. The person booking the site/marquee would be required to sign a form and **JC** agreed to draft the associated Conditions of Use.

#### 6. Platinum Jubilee celebrations.

It was agreed that the Platinum Jubilee would be celebrated by holding a 'Big Lunch' on the SWWVH site on Sunday 5<sup>th</sup> June starting at midday. Attendees would bring food to share and their own drinks, tables and chairs. In addition to the SWWVH marquee, the use of a second marquee had been offered by Claire Annan for the event. **TW** agreed to coordinate with Claire regarding its loan. Trestle tables would be required for the shared food in one of the marquees and probably for other uses.

The limited space available for entertainment and activities would be a major consideration, particularly if two marquees were to be used. Notwithstanding, the following options were discussed:

Tombola: Nominally £1 for 5 tickets. Requests for the donation of prizes would be made to residents (including the committee) and local businesses. **TC** would act as the coordinator with assistance from other committee members as required.

Photos: Photos would be taken of residents posing with a cardboard cutout of HMQ. A nominal charge would be made for prints to be delivered after the event. **JC** offered to be the photographer. **TW** would investigate the acquisition of a 'cardboard cutout Queen'. The photos taken at the Diamond Jubilee could be displayed. **JC** would provide **TW** with the photos on a memory stick (to be supplied).

PA and music. **TW** offered the use of his son's system but highlighted that it was not totally reliable, and an electrical supply would be required.

A Ceilidh band to provide music and dancing. **TW** agreed to investigate.

An auction (perhaps for services such as gardening, cooking etc) **JS** agreed to coordinate.

Games various. **All Committee members** were requested to provide ideas.

A best cake competition followed by an auction of the cakes.

A best crown competition for small children.

A fancy-dress competition.

A plant swap stall.

The event would need to be publicized. **TC** offered to produce a poster to be placed around the village as soon as possible. **PH** offered to have the posters printed and laminated. Flyers would be hand-delivered to each household nearer the event.

#### 7. Any Other Business

A quote of £163.20 had been received for the SWWVH site's insurance policy. **TW** agreed to pay the premium and would subsequently be reimbursed from the VH fund through **NG**.

TW agreed to check if a music license will be required.

**TC** and **Jo Williams** were congratulated on raising over £300 for the VH fund by swimming in a local pond on New Year's Day 2022. Their superb efforts were greatly appreciated.

#### 8. Arrangements for Next Meeting

The next meeting of the SWWVH Committee would be held in early/mid-April 2022. Details would be coordinated via email.