

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 12th May 2022

1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Tamara Coton (TC), Peter Hall (PH).

Apologies: Karen Barrett (KB), Neil Gray (NG), Andy Newton (AN), Rae Seng (RS), Tom Williams (TW).

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

The minutes of the previous meeting were accepted as an accurate record with only a few very minor amendments required prior to promulgation.

3. Progress reports: Noticeboard, Hedge.

JS reported that he was now in possession of the new APC noticeboard which would be erected at the front of the VH site on a date mutually convenient for volunteers from the Committee. AN's efforts towards this project were greatly appreciated.

A few of the hedge's whips had been replaced but the majority were growing well. A temporary mesh fence had been set up to protect them.

4. Platinum Jubilee celebrations.

The primary aim of the meeting was to discuss the arrangements and associated actions for the Platinum Jubilee 'Big Lunch' celebrations on Sunday 5th June 2022.

The flyer advertising the event required some minor amendments and needed to be delivered to each household in Sudbrook and West Willoughby asap. **TC** would make the changes and **JC** would print 100 flyers. **LB**, **JS**, **JC** and **TC** agreed to deliver them (Sec's Note: completed Sat 14th May 22). **TC** was thanked for her excellent work on the final design of the flyer, as was Miles Burn for his initial design which unfortunately couldn't be used due to timing constraints.

Certificates would be presented to the winners of the 'Big Bake-off', Best Ladies' Hat, Best Gentlemen's Hat and Best Crown competitions. It was thought that appropriate designs could be found online.

Prizes would also be required for the children's Best Crown Competition. **TC** volunteered to seek a donation of chocolates from Ancaster's Co-op Food Store.

In addition to the games decided upon at the last meeting (Splat the Rat, Cream Cracker Eating and 'the Royal Derby'), a game of 'Throwing at the Cans' would also be available.

Raffle tickets would be required for the Tombola. **RS** was thought to have a good supply of cloak-room tickets in a variety of colours. £1 for a strip of 5 had been agreed and a float of appropriate change would be needed. The flyer invited residents to drop off prizes at the homes of **JC** and **LB**, and **TC** and **LB** had volunteered to do a door-to door collection of prizes a week before the event.

There would be 2 categories for the Big Bake Off: Sponge and 6 Cup cakes, both with a theme of 'The Platinum Jubilee'. There were to be 3 winners for each category and, if available, **RS** would be asked to act as the judge. **TC** had designed an Entry Form which would indicate entrants' willingness to have their cakes raffled. Cloak-room tickets would also be required for this raffle.

The Plant Sale/Swap stall would be run by **TC** and **Jo Williams**. **AN** had previously indicated a potential source of flowers and strip plants, and the flyer had asked residents to bring plants with them on the day. The stall would also require a float.

JC had offered to act as the photographer for the event. Attendees would be invited to have their photos/portraits taken with a cutout of HMQ that **TW** had agreed to source via mail order (~£36 fee to be reimbursed). Photos would be sent via email, but prints could be organized upon request. Photos would also be taken of event highlights (competitions, games etc).

LB suggested that a table sale of books could be set up under cover. Payment would be via a collection box.

It was suggested that tea and squash for children could be made available. Sec's Note: Providing hot water would be problematic due to the very limited power supply. Hence the provision of tea was unlikely.

Plates, cutlery and cups and would be required. **RS** was thought to have a supply.

Trestle tables would be required for inside the marquee and tables (various) for the stalls.

(Sec's note: A supply of bin bags would be also needed. Spare wheelie bins would be advantageous).

It was agreed that the VH's marquee would be erected by ~6 volunteers at 1030am on Wed 1st June. Any last-minute changes due to weather would be notified via email. The potential use of a second marquee would be dependent upon the weather forecast for 5th June.

Site decorations would include bunting (but not attached to fences owned by the residents of Fern House), Union Flags of any size and **Wendy Cairns** had volunteered to decorate the site's Christmas tree in a Jubilee theme.

A potential event flow with nominal timings was suggested:

12:00 - 14:00 Socializing / Eating Big Lunch
14:00 onwards Tombola / Plant Stall / Book Stall/ Games
15:00 - 16:00 Big Bake-Off Competition / Hat Competitions / Crown Competition
Photography, Music and Dancing to take place as we see fit on the day.

A potential list of tasks during the event with associated volunteers was as follows:

Tombola: **JS and Sheila Somerville**
Plant sale/swap: **TC and Jo Williams**
Photography (portraits with 'HMQ', events): **JC**
Book table set-up: **LB**
Buffet (set up cutlery & plates etc, accepting/arranging food contributions, clearing): (TBD)
Bake-Off: accepting entry forms/cakes, arranging cakes for display (TBD)
Games (if/as required): (TBD)
Bake Off raffle tickets (one selling, one folding): (TBD)
Bake Off Judge: (TBD)
Hats/Crown Judge: (TBD)

It was possible that PH would not be available due to work commitments. The availability of RS, NG and KB was unknown.

5. Arrangements for Next Meeting

An informal 'last minute' planning meeting, combined with a 'bring-a-bottle' social event, would be held for all Committee members, spouses/partners and any other volunteers at 7.30pm on Wed 1st June in the marquee on the VH site.

Arrangements for the next formal meeting of the SWVVH Committee would be notified by email.