

## Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 21<sup>st</sup> July 2022

### 1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Tamara Coton (TC), Andy Newton (AN).

Apologies: Karen Barrett (KB), Neil Gray (NG), Peter Hall (PH), 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 and were to be forwarded for promulgation on APC's website.

### 3. Evaluation of the Platinum Jubilee 'Big Lunch' Event

A Platinum Jubilee 'Big Lunch' event had been held on Sunday 5<sup>th</sup> June 2022. The planned scale of the event and associated activities had to be significantly curtailed due to very heavy rain and, not surprisingly, the number of residents attending was far less than originally anticipated.

Nevertheless, the overall feedback from attendees was extremely positive with everyone particularly enjoying the opportunity to socialize with their neighbours. In addition, the quizzes, tombola, competitions (Best Hats/Crowns/Cakes) and subsequent auctioning of the cakes proved to be very popular. Attendees also greatly appreciated the opportunity to have their photographs taken with the 'cardboard cutout Queen', the results of which were forwarded following the event. Furthermore, the event raised £235 for the Sudbrook and West Willoughby Village Hall Fund (Registered Charity 511131).

It was acknowledged that the excellent support provided by spouses/partners of trustees played a significant part in the success of the event and the Committee wished to extend its sincere thanks to **Michael Burn, Wendy Cairns, Sheila Somerville** and **Jo Williams** for their unstinting efforts. Similarly, the Committee was also extremely grateful to **Nick Johnson** for the loan of two additional gazebos.

Notwithstanding the above, the adverse weather did raise potential issues that would need to be considered. Specifically, the Committee's existing marquee, together with the loaned gazebos, provided sufficient space under cover for the number of attendees on 5<sup>th</sup> June 2002. However, a significantly larger number of attendees could have led to an awkward situation. Hence an additional marquee, or perhaps even more than one, might be beneficial. However, the maximum number of people to allow for would need to be decided. In addition, it was uncertain whether the Committee's existing insurance policy stipulated a maximum number of attendees.

There was also a possibility that a future event might have to be cancelled with a potential loss of expenditure and it wasn't known if the insurance policy covered such an eventuality.

**TW** was to be requested to clarify whether the Committee's existing insurance policy stipulated a maximum number of attendees and provided cover for expenditure if an event was cancelled.

#### 4. Annual Return/Financial Update

The annual financial return had been submitted to the Charity Commission by our Treasurer, Neil Gray, in accordance with statutory requirements. The balance of the Sudbrook and West Willoughby Village Hall Fund stood at £1691.16. A detailed breakdown was available on request.

#### 5. Village Noticeboard

**AN** and **APC** were thanked for their efforts in organizing and funding the production of the new Village Noticeboard.

It had previously been agreed that the noticeboard and bench would be situated on either side of the gate. As the bench had already been placed on the southside, the noticeboard would be situated on the northside of the gate. It would be erected midway between the footpath and the hedge's trench. The noticeboard's display area would be approximately 6ft above the level of the path.

There was a concern that if the noticeboard was kept locked, unauthorized notices might be attached using pins that would damage the frame. Hence, it would be left unlocked initially and monitored for unauthorized use. Nevertheless, it was considered appropriate to have 2 more keys cut should locking be required in the future. This action would provide APC and the SWWVH Committee with 2 keys each.

**JS** would coordinate a date and time for erecting the noticeboard via email once it was fully assembled.

**AN** agreed to have 2 additional noticeboard keys cut.

#### 6. Terms and Conditions of Use for Private Use of the SWWVH site and Marquee

The document specifying terms and conditions, together with associated applications forms, for the private use of the SWWVH site and/or the hire of the SWWVH marquee would be ready for publication following 3 minor amendments/additions. The document would be forwarded to APC for promulgation on its website and a short summary with a link to the APC website would be posted on the APC/SWWVH noticeboard.

**JC** was to draft a short summary of the terms and conditions for the private use of the SWWVH site and/or the hire of the marquee for the APC/SWWVH noticeboard.

#### 7. Fund raising strategies and initiatives

AN had previously reported potential avenues for sourcing funding for SWWVH projects through SKDC which, in turn, could possibly lead to other sources at the County level. However, an application for funding would need to be supported by a strong case based upon a detailed proposal. A recent survey distributed to residents had provided useful indications of potential preferences for the future of the site but the number of households replying had been disappointing (just under a quarter). It was suggested that the Committee could produce a detailed proposal for circulation, together with a summary of the survey's results. Residents would then be invited to join the Committee for coffee in the marquee and discuss the proposal and/or any alternative options. Based upon the outcome, the Committee would then distribute a 'letter of intention' regarding the VH site's future. Any objections would then need to be formally submitted to the Chairman within a defined timeframe.

While building the case it would also be important to have an accurate assessment of the numbers of residents and associated age groups. It was possible that APC could assist with that information through the electoral role. Advice could also be sought from SKDC on what information would be required for a strong application for funding.

**TC** agreed to produce a summary of the survey seeking preferences for the future of the SWWVH site.

**AN** would seek advice from SKDC regarding the information required for submitting a request for funding.

#### 8. Annual General Meeting (AGM)

The Charity Commission's advice of holding an AGM every June, or as soon as possible after, had been disrupted due to the COVID pandemic. Consequently, the last AGM for the SWWVH Committee had been held in October 2021. To ease the cycle back onto track and to avoid the main holiday month of August, it was proposed that the next AGM would be held on 15 September 2022. As maximum attendance was required, coordination with all Committee members would be required.

In addition to the voting-in of trustees, the AGM would also be an opportunity for reallocating duties within the Committee as/if required.

**JS** agreed to confirm the availability of all Committee members for an AGM on 15 September 2022 via email.

9. Any Other Business (AOB)

There were no items for AOB.

10. Arrangements for Next Meeting

The next routine meeting of the SWWVH Committee would immediately follow the AGM proposed for 15<sup>th</sup> September 2022 (**Sec's Note:** Subsequently re-scheduled for 29<sup>th</sup> September to maximize attendance by Committee members).