

Sudbrook and West Willoughby Village Hall (SWVVH) Committee Meeting 3rd November 2022

1. Attendance

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

Apologies: Karen Barrett (KB), Barbara Campbell (BC), Neil Gray (NG), Rae Seng (RS)

2. Approval/ Amendments to the minutes of the AGM and last Committee meeting

It was agreed that both sets of minutes provided a good overall record of the meetings held on 29th September 2022. **JC** was to forward the minutes for inclusion on the APC website.

3. Second Bank Account Holder

It had been agreed at the AGM that it would be prudent to have a second account holder added to the Charity's bank account to cater for any unforeseen eventualities. **JS** agreed to request that **NG** explores this possibility with Lloyds Bank and offered to act as the second account holder.

4. Christmas Carol Singing Event 2022

It was agreed that a Christmas Carol Singing Event would be held on the VH site in mid-December 2022. Saturday 17th December was identified as a potentially viable date as it would not conflict with the Ancaster Field/Social Club event on 10th December. Sec's Note: **AN** subsequently confirmed that holding a VH event on 17th December would also not clash with any activities planned by Ancaster Church and APC.

TC agreed to design a poster and flyer to advertise the event. **JS** would email her the flyer used in 2019.

TW was unlikely to be available to provide an electrical supply from his home and **LB's** prospective house sale could in any case preclude passing a cable across the grounds of the Lion House. It was suggested that a cable could be passed from JS' house to the VH site. The legality of routing a cable across a public road and path would need to be investigated. If deemed to be acceptable, cable protectors would be required. **AN** agreed to investigate if Alyson Hire could provide such protectors as well as the lighting generously provided in 2019 (Sec's Note: or a battery-operated lighting system should a power supply be unavailable).

The catering requirements would include 15 bottles of mulled wine, 15 boxes of mince pies (6 pies per box) and soft drinks. **TC** agreed to investigate whether the Co-op would offer a discount on these items.

In addition, **TC** and **LB** offered to make sausage rolls, including a vegetarian variety (Sec's Note: **Wendy Cairns** has subsequently also offered to provide sausage rolls).

JC was to coordinate with **RS** regarding the potential use of her heated chafer set. **JC** would also ask if **RS** was able to provide any paper cups, plates and/or napkins.

JS offered to organize the event's recorded music and associated song sheets. **TW** advised that use of his son's music system that had been used for previous VH events could not be guaranteed. This system could be 'temperamental' and required an electricity supply. It was thought that options for purchasing a new mobile chargeable system should be explored (Sec's Note: a potential system has been found on Amazon and sent to the Committee for their consideration).

A raffle would be held at the end of the event. **JS** would investigate whether there were sufficient cloakroom tickets left over from the Jubilee Big Lunch tombola and would purchase more if required. **TC** would ask if the Co-op was willing to donate a prize and **JC** would ask **RS** if she was willing to ask her contact at Ancaster Butchers for a prize donation. Other prizes could be purchased by the Committee members subject to reimbursement from VH funds (see below) and residents could be asked to donate prizes on the night.

It was thought that the practice of Committee members paying for various items and subsequently seeking contributions from other members had occasionally left them out of pocket. A fairer system would be for members to seek formal reimbursement from the VH funds. To that end, **AN** offered to obtain a copy of APC's Expenses Claim Form which could be adapted for use by the SWVH Committee.

5. Future Plans

JS provided a résumé of the previous meeting's discussions about plans for the VH site. The overall aspiration was to provide and sustain a facility solely for our community. It had been estimated that the cost of a wooden structure of no more than 50m² to keep within the permitted development limits (thus avoiding the need for planning permission and an Energy Performance Certificate) could be in the order of £30-35K. The 50m² limit did not include a verandah or decking. The requirement to be 'self-sustaining' would require power, water and any toilet facility to be 'off-grid' wherever feasible. **AN** offered to seek likely costs of solar options from a local electrician (James Hall).

AN advised the meeting of the following sources of funding:

The National Lottery Fund for grants of either under or over £10k.

The Bernard Sunley Charitable Foundation for new builds, extensions, refurbishments and recreational spaces with a focus on community, health, education and social welfare with three cost bands; under £5k, £5k to £20k and over £20k.

The SKDC Community Fund for a maximum grant of £5k.

It was noted that multiple sources of funding could be used for the project.

AN also advised the meeting about the following courses for training community volunteers in the production of applications for grants:

Lincolnshire County Council, in conjunction with Lincolnshire Community Voluntary Service, offer training and advice in obtaining funding via on-line workshops.

The Lincolnshire Funding Advisory network provides training for organisations looking to apply for grant funding. **AN** offered to look into training dates and associated availability.

The meeting agreed to defer any further discussions on funding until after Christmas 2022.

6. Any Other Business (AOB)

TC offered to provide some Dogwood plants that could be grown near the back boundary fence. While her kind offer was greatly appreciated, it was declined as it was possible that they might conflict with potential plans for the site.

AN reminded the meeting that the recent changes of Trustees would require changes to the Charity Commission's website. **JS** agreed to update the SWWVH's section accordingly.

7. Arrangements for Next Meeting

The next meeting of the SWWVH Committee would be held at 7pm on Thursday 1st December 2022 in the Carlton Scroop Village Hall.