

## **Sudbrook and West Willoughby Village Hall (SWVVH) Committee Meeting 1<sup>st</sup> December 2022**

### 1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Barbara Campbell (BC) Tom Williams (TW).

Apologies: Karen Barrett (KB), Tamara Coton (TC), Neil Gray (NG), Andy Newton (AN), Rae Seng (RS)

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

With one minor amendment (the SKDC Community Fund's upper limit for a grant was £5K, not £10K as originally stated), it was agreed that the minutes provided a good overall record of the meeting held on 3<sup>rd</sup> November 2022. **JC** was to forward the minutes for inclusion on the APC website.

### 3. Second Bank Account Holder

In response to **JS'** email request to explore the possibility of adding a second account holder to the charity's Lloyds Bank account, **NG** had queried whether it was really required. **Sec's Note:** after the meeting it was discovered that applications for grants from the SKDC Community Fund require an applicant to specify at least 2 account holders who are not related and not living at the same address. Hence the Committee was still keen to pursue the addition of a second bank account holder.

**NG** had also suggested that this topic had indicated that it might be an appropriate time to replace him as Treasurer. While it was unanimously agreed that **NG's** support to the Committee had been exemplary and that his extensive experience as a chartered accountant would be greatly missed, the meeting reluctantly agreed that a volunteer should be sought to take over the role. A second bank account holder could also be added as part of that process. As none of the trustees present had experience of being a treasurer, **JS** agreed to forward a detailed summary of a Charity Treasurer's duties to all Committee members for their consideration.

### 4. JBL Sound System.

As **TW's** son's music system was 'temperamental' and required an electricity supply that was no longer available, the Committee had approved **JS'** proposal to use the VH Fund to purchase a JBL Partybox 310 Sound System. **JS** provided the meeting with a demonstration of the system's capabilities, and it was agreed that it had been an excellent long-term investment for future VH events.

5. Christmas Carol Singing Event 2022

The primary focus of the meeting was to discuss the forthcoming Christmas Carol Singing Event. The resultant plan for the event is attached.

6. Future Plans

**TW** reminded the meeting that the closing date for applying for a grant from the SKDC Community Fund during their 2022/23 accounting period was 18<sup>th</sup> January 2023. Hence an application should be made in the very near future if the Committee foresaw a need for funding a Coronation event in May 2023. **JC** agreed to review the application process outside the meeting and report back to the Committee via email.

7. Any Other Business (AOB)

There were no items for AOB.

8. Arrangements for Next Meeting

A final planning meeting for the Christmas Carol Singing Event would be held at 7pm on Thursday 15<sup>th</sup> December 2022 in Woody's Bar. The meeting would be combined with a social gathering to which spouses and family members would be welcome.

**Carol Singing Event Plan 2022  
SWVH Site  
Saturday 17<sup>th</sup> December 2022 @ 5pm**

**Poster/Flyers**

The excellent poster designed by **TC** was approved unanimously.

**JS** will place the poster on the VH noticeboard at the earliest opportunity.

**JS** will laminate and place the poster in the most suitable position in West Willoughby.

**JS** will edit the poster to fit multiple flyers on a sheet of A4.

**JS** will print off the flyers and organise delivery areas/boundaries.

Flyers will be hand-delivered on 7<sup>th</sup> Dec 22 (**JS, BC, JC, LB**).

**Music**

**JS** will produce a Traditional/Modern music playlist using Spotify. Playlist to be available on **JS**' mobile phone and USB stick.

**JS** will produce associated Song Sheets and forward to **BC, JC, LB & TW** for printing (assume 80 copies in total).

**Catering**

**RS** will provide her heated chafer set for mulled wine and hot food.

**TC** will purchase 15 bottles of mulled wine (Gluhwein) and 15 boxes of mince pies (6 pies per box). **TC** intends asking for a discount on the wine/pie purchases.

**TC** should forward total expenditure to **NG** for reimbursement from the Charity Fund.

**TC** will provide a large glass water dispenser and squash for soft drinks.

**LB** and **WC** will make sausage rolls (**LB** has offered to make a veggie version!)

**JS** will check for a box containing paper plates, cups & napkins (and raffle tickets!) left over from the Jubilee event and advise **LB/JC** accordingly by 10<sup>th</sup> December. Also, **BC** has bamboo plates available (number TBC).

**LB** would ask **MB** to purchase more paper plates/cups/napkins if required.

**JC** would purchase more raffle (cloakroom) tickets if required.

**JC** will purchase small bags of 'sweeties' to hand out to children (no jokes please).

**TW** has provided **JS** with a 'Food Allergens' warning notice to be placed close to the food and drink.

**Marquee & Site**

The nominal plan is for the Marquee to be erected/disassembled on mornings of Friday 16<sup>th</sup> Dec and Sunday 18<sup>th</sup> Dec respectively. Precise times TBD, and **JS** will review the weather forecast from Monday 12<sup>th</sup> December onwards and advise accordingly.

**WC** has agreed to decorate the VH site's Xmas tree.

Marquee should be available for decorating and placing tables as required (eg. for the raffle) during daylight hours on 17<sup>th</sup> December. The need for any gazebos will be made 'on the fly'. It's believed that **AN** will collect the lighting and battery pack(s) from Woodland Waters on the afternoon of Friday 16<sup>th</sup> Dec (**JS** will confirm this arrangement with **AN**).

### **Raffle**

Committee members are invited to bring 2 raffle prizes each. Reimbursement from the Charity's Fund may be requested at the members' discretion.

**RS** will request a prize donation from Ancaster Butchers and **TC** will do likewise from the Co-op. **JC/WC** will arrange the raffle prizes for display and **JC** will act as 'compere' for the raffle draw. The '**Cairns Clan**' (x 4) will sell raffle tickets (£1 for a strip of 5) and separate the ticket stubs. A cash float will be required. Other committee members and/or spouses are welcome to assist as required.

### **Risk Assessment**

**TW** has provided a Risk Assessment Form which should be signed by committee members.

**JS** will bring the VH 1<sup>st</sup> Aid Kit and **TW** will provide **JS** with 2 fire extinguishers.

**JC** will provide 2 hand sanitisers.

### **Final Planning Meeting**

A final planning meeting/social event will be held at Woody's Bar at 7pm on Thursday 15<sup>th</sup> December. All committee members, spouses and other family members are welcome.