

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 6th February 2023

1. Attendance

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

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

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

The meeting agreed that the minutes provided a good overall record of the meeting held on 1st December 2022. **JC** was to forward the minutes for inclusion on the APC website.

At the meeting **JC** had agreed to review the application process for the SKDC Community Fund as a potential source of funding for a future event such as a hog roast and report back to the Committee via email. It was found that costs incurred for an event's catering/refreshments would not be funded. It was also worth noting that grants would not be awarded retrospectively for work or equipment already purchased. Furthermore, the application form stipulated that the organization applying "must have a bank or building society account with at least 2 signatories who are unrelated and do not live at the same address" (applicable to Item 5 below).

3. Choice of venue for committee meetings

Following a recent significant increase in the cost of hiring a room at Carlton Scroop Village Hall, **JS** had proposed holding future committee meetings in the houses of members who felt able to host the events. The village hall in either Ancaster or Carlton Scroop could be used for AGMs and other public meetings. The Committee supported the proposal, and **AN** agreed to find out APC's current charges for room hire.

4. JBL Partybox Sound System

It was originally intended that **JS** would be reimbursed from the Committee's funds for his purchase of the JBL Partybox music/pa system for VH events. However, having enjoyed using the Partybox for a couple of months, **JS** offered to maintain ownership of it and loan the device free of charge to the Committee for its events. As this would represent a substantial saving for the Committee's Fund, **JS'** offer was readily accepted, and he was thanked for his generosity.

5. Treasurer/Bank Account Signatories.

As previously reported, **NG** had indicated that it might be an appropriate time to replace him as Treasurer. It was decided that **JS** and **JC** would take over the role jointly and would also act as the bank account signatories. **JS** agreed to liaise with **NG** regarding the handover. It was

unanimously agreed that **NG's** support to the Committee had been exemplary. To that end, **TW** suggested that it would be appropriate to send a card to **NG** thanking him for his sterling service and offered to coordinate its purchase and signing.

6. Christmas Carol Singing Event 2022: appraisal/debriefing

The Christmas Carol Singing Event was enjoyed by all attendees, and it was agreed that the revised format of holding the raffle between the traditional and modern music worked very well. **Wendy, Alistair and Kasia Cairns** were thanked for their hard work in ensuring the smooth running of the raffle. Moreover, **Rachael and Ian Seng** were noted for their outstanding efforts regarding the catering, and **TW** agreed to coordinate a 'Thank You' card for them. However, the overall level of attendance by residents had been low and it was thought that the very cold weather plus the finals of 'Strictly Come Dancing' on TV were likely to have been contributory factors. Regardless, the raffle made £92.25 which, after expenses of £54.56 for the mulled wine and mince pies, left a profit of £37.69 for the Charity's fund.

7. Coronation Big Lunch and Big Help Out

The Coronation Weekend was to take place during the period 6th to 8th May 2023. Following the Coronation of His Majesty The King and Her Majesty The Queen Consort on Saturday 6th May, the nationwide Coronation Big Lunch would be held on Sunday 7th May. To highlight the positive impact volunteering has on communities, the Coronation Big Help Out would be held around the country on Monday 8th May.

It was agreed that a SWWVH Coronation Big Lunch would be held on Sunday 7th May which, weather permitting, would follow the format originally intended for the Platinum Jubilee event before it was severely curtailed due to heavy rain. In addition, a SWWVH Big Help Out would be held on Monday 8th May. **AN** offered to coordinate the SWW Big Help Out and it was agreed that **all Committee Members** should forward him their suggestions for appropriate activities.

The first draft of a Coronation Events Plan is attached and will act as a 'living document' as plans are developed.

TC agreed to design posters for the Big Lunch and the Big Help Out which would be posted on the VH noticeboard at the earliest opportunity to provide residents with timely notification of the Committee's intentions for the Coronation Weekend.

8. Funding Strategy.

AN had arranged an exploratory conference call with SKDC's planning department with **JS** and **JC** in attendance. While perhaps not definitive, it seemed likely that a building project on the VH site would require planning permission as 'permitted development rights' would not apply to land effectively owned by the Charity Commission. In addition, 'change of use' would probably also be required as the site would have reverted to 'grassland' after 10 years of not being used for its

intended purpose. However, SKDC would consider a case sympathetically if evidence could be provided indicating that events had been held on the land after the original building was demolished. However, if both charges were applicable, the charity would only be charged the highest of the costs of planning permission (£231) and 'change of use' (£462). Furthermore, charities qualify for a 50% reduction of the resultant figure, so it was likely that the final charge for both planning permission and 'change of use' for our charity would be £231.

There was considerable discussion about the impact of the size of a new building upon costs. Specifically, **TW** had been advised by the Passmores company to stay below 50m² of useable internal floor area to avoid exorbitant costs but agreed to ask the company to remind him of the specific reasons for this figure.

Sec's Note:

TW had subsequently received the following explanation from Passmores:

"The 50m² useable internal floor area is the point after which you will be required to comply with Part "L" of the Building Regulations.

Part "L" deals with thermal performance and this means that if it is intended to be used year-round then a fixed heating system has to be installed and the level of insulation throughout the structure increased to meet the current standard."

The topic of off-grid toilets was also raised. Waterless compost toilets had been suggested but subsequent investigations had highlighted potential disadvantages. For example, to ensure that human waste was separated into liquids and solids, it was essential that men sit on the toilet to urinate which could be almost impossible to enforce during social events. Furthermore, the solid waste container would need to be emptied into an onsite composter at regular intervals and it could be 12 months before the product was usable. **TC** agreed to investigate the viability of chemical toilets as an alternative option.

Overall, the meeting agreed that the project had reached the stage where all its individual elements, together with any associated specifications and costs, needed to be amalgamated into a single source document. Accordingly, **AN** offered to produce a spreadsheet which could be used as the Project Plan.

9. Any Other Business (AOB)

There were no items for AOB.

10. Date/Venue for Next Meeting

The next meeting would be held at 7pm on Monday 6th March 2023 at **BC's** home.

Attachment:

Coronation Events Plan 2023

Coronation Events Plan 2023
SWWVH Site
Big Lunch: Sunday 7th May 2023 @ midday
Big Help Out: Monday 8th May

Posters/Flyers

“Dates for your Diary” posters for Big Lunch/Help Out for noticeboard (TC)
Laminate “Dates for your Diary” posters and place in West Willoughby.
Flyer design for Big Lunch/Big Help Out– separate flyers or combined? Two per A4 page?
Include request for Tombola prize donations.
Print flyers: 100(?) plus poster-sized Big Lunch/Big Help Out flyer(s) for noticeboard (JC)
Hand-deliver flyers using previous delivery areas/boundaries. When?

Big Lunch

Catering

Paper plates/napkins/cups(?) + cutlery
Water dispenser?
Tables for food, cake competitions etc

Marquee & Site

Erect the marquee – day/time TBD (leave up for Big Help Out)
Request use of the ‘emergency’ Jubilee gazebos to extend marquee? Useful even in good weather?
Other gazebos as required.
Decorate site, incl Xmas tree – lots of Union Flag bunting required (subject to restrictions).
Waste bins/bags
Presume power not required?

Games/activities/stalls

‘Big Bake-off’ – Sponge and 6 cupcakes? Coronation theme. Entry forms. Judge(s)?
Best Ladies’ Hat, Gentlemen’s Hat, and Best Crown competitions
Winners’ certificates print (use previous?)
Prizes (chocolates?) for children’s Best Crown winners.
Auction cakes (if permission granted)
Quiz (prize for winning team?)
Games: eg. Splat the Rat, Cream Cracker Eating, ‘the Royal Derby’, ‘Throwing at the Cans’
Plant sale/swap
Book Table

Tombola

'Operation Wheelbarrow' – collection areas/boundaries as before – timeframe TBD
New raffle tickets (Xmas tickets were hopeless) and float required.

Photography

Cardboard cut-out King (+ Queen Consort if decent one available) (JC)
Print photos post-event if requested – form required (JC)
Ad hoc photos of events, groups etc (JC)

Music

Background (and dancing?) music playlist(s) for Partybox.
Eg. Official playlist: <https://open.spotify.com/playlist/1ICJ7YSSqojZwz79h8bXer>

Risk Assessment

A Risk Assessment Form for signing by all committee members.
'Food Allergens' warning notice.
VH 1st Aid Kit and fire extinguishers.
Hand sanitizers.

Big Help Out

TBD – suggestions to AN.

Final Planning Meeting

A final planning meeting/social gathering just prior to the first event? Perhaps invite other residents to get them involved?