

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 3rd April 2023

1. Attendance

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

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

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 6th March 2023. **JC** was to forward the minutes for inclusion on the APC website.

3. Public Access to the VH Site

JS had reported that there appeared to be an increasing number of people using the VH site as an area to exercise their dogs with some not paying any regard to the wellbeing of the immature hedge saplings. **JS** had posted a laminated sign indicating that all dogs must be kept on a short lead which negated a previous suggestion to remove the temporary fencing. In addition, **TC** intended to surround each sapling with protective wire mesh.

LB reported that two boys from the village had been playing football on the site. While the use of the VH site by residents was to be encouraged, the boys had been kicking their football hard against the wooden fence panels which was likely to cause both annoyance and damage if allowed to continue. **JS** agreed to place an appropriate laminated sign on a post for each stretch of fencing and **LB** would have a polite chat with the boys should there be a reoccurrence.

Concern was expressed that the posting of too many signs could quickly become unsightly and unwelcoming in appearance. The possibility of having one sign dedicated to guidance and restrictions while using the site was discussed. Potential options included a poster on the Village Noticeboard, or possibly a permanent metal sign similar to those used by local councils. While it was agreed that there was currently insufficient justification, the situation would be kept under review. If subsequently deemed necessary, **AN** would obtain a quote for a metal sign.

4. Treasurer/Bank Account

JC had arranged to meet **NG** at his home on 6th April 2023 to facilitate the transfer of the Treasurer's responsibilities and control of the Charity's bank account. It was hoped that the latter transfer could be conducted online via an E-Mandate Variation Form. Once a successful transfer had been achieved, **JC** would then subsequently add **JS** as a second account holder.

5. VH Site Development

AN reported that obtaining a quote for solar panels and associated systems would not be possible until the type and size of building had been agreed by all committee members. In addition, it had previously been agreed to explore the potential cost of a usable floor area of greater than 50m² which had been reported as “exorbitant” due to the associated requirement for an Energy Performance Certificate (EPC).

LB suggested that laying out a potential floor plan using the marquee as ‘cover’ could help the Committee visualize the size of building required. It was agreed that the marquee would be kept up after the Coronation events for this purpose. A subsequent meeting dedicated solely to finalizing the details of the VH site development would then be required with all Committee members in attendance. Quotes could then be requested based upon the results of the meeting.

AN reminded the Committee that a new building would make the Charity liable for Council Tax and agreed to investigate the likely rate via the Gov UK site. This figure, together with the routine costs of maintaining the solar power system and any other elements of the project, would help the Committee to decide whether the associated annual expenditure was financially viable.

6. Coronation Big Lunch and Big Help Out

TC was congratulated on producing the excellent posters associated with both Coronation events. **TC** had also designed an A4 flyer to cover both events which, with some minor typographical changes and the addition of a Book Stall (**LB**), was approved by the meeting.

Further updates are recorded on the attached Event Plan.

7. Any Other Business (AOB)

There were no items for AOB.

8. Date/Venue for Next Meeting

To maximize attendance, the date of the next meeting would be coordinated by **JS** via email. It would be held at **AN's** home during the week prior to the Coronation, and its primary aim would be to finalize arrangements for the VH'S Coronation events.

Attachment:

Coronation Events Plan 2023 (updated).

ATTACHMENT

Updated: 02 May 2023

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

Green=Completed, Yellow=Updated

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 (JS).
Flyer design for Big Lunch/Big Help Out– combined – 1 x A4 per household (TC)
Include request for Tombola prize and Book Stall donations.
Print flyers: 100 plus poster-sized Big Lunch/Big Help Out flyer for noticeboard (JC)
Hand-deliver flyers using previous areas/boundaries. Week of 10th April

Big Lunch

Catering

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

Marquee & Site

Erect the marquee – day/time TBD by JS (leave up for Big Help Out & 'Floor Plan' exercise)
Use Committee members' gazebos to extend marquee? If/as required.
Decorate site, incl Xmas tree – lots of Union Flag bunting required (subject to restrictions).
Waste bins/bags

Games/activities/stalls

'Big Bake-off' – Sponge and 6 cupcakes. Coronation theme. Entry forms. Jane Porter as Judge?
(TC)
Ladies' and Gentlemen's Best Crown competitions
Children's fancy dress with a Royal theme
Winners' certificates print (adapt previous?) TW?
Prizes (chocolates?) for children's fancy dress winners (TC asking the Co-op for a donation).
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 **TC**
Book Stall with honesty box **LB**

Tombola (JS)

'Operation Wheelbarrow' – collection areas/boundaries as before – **22/23 April**
New raffle tickets and float required.

Photography

Procure cardboard cut-out King for portraits (JC)

Print photos post-event if requested – form required (**JC**)
Ad hoc photos of events, groups etc (**JC** and any attendees willing to share their best shots)

Music

Background (and dancing) music playlist(s) for Partybox. (**JS**)
Eg. Official playlist: <https://open.spotify.com/playlist/1ICJ7YSSgojZwz79h8bXer>
A cèilidh playlist for the PartyBox (**JS**) plus a volunteer 'caller' (**TW's contact?**)
or old-fashioned songs (Roll out the Barrel, My Old Man's a Dustman, Hokey Cokey, etc)?.
Music licence required? JS

Risk Assessment

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

Big Help Out

Coordinated litter-picking around Sudbrook and West Willoughby (**AN**).
(Rookery Lane, Carlton Rd, Fir Tree Lane, The Sands, WW?)

Mid UK Recycling's skip to be located in TW's courtyard.

Maximize Mid UK Recycling's PR opportunities via signs and APC (AN)

Any other activities – TBD depending on requests for help received by TC.

Final Planning Meeting

A final planning meeting at AN's house – 2nd May 2023 at 7pm.