

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 2nd May 2023

1. Attendance

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

Apologies: Karen Barrett (KB), Barbara Campbell (BC), Tamara Coton (TC), 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 3rd April 2023. **JC** was to forward the minutes for inclusion on the APC website.

3. Public Access to the VH Site

It had previously been reported that dogs were being exercised on the VH site without any regard to the immature hedge saplings and that young boys had been kicking a football hard against the wooden fencing. Consequently, **JS** had posted a laminated sign on the site's entrance gate stating that all dogs were to be kept on a short lead and balls should not be kicked against the fences. The situation would be kept under review.

4. Treasurer/Bank Account

JC and **NG** had completed a Lloyd's Bank Mandate Variation Form on 6th April 2023 to pass control of the Charity's bank account to **JC** and remove **NG** as an account holder. Confirmation of a successful variation was anticipated within a few weeks, following which **JC** would add **JS** as a second account holder.

5. Coronation Big Lunch and Big Help Out

The rest of the meeting was used to finalize plans for the forthcoming Coronation events on 7th/8th May 2023. Associated updates are recorded on the attached Event Plan.

6. Any Other Business (AOB)

TW had paid £167.68 for renewing the VH Site's annual insurance policy and would be reimbursed once **JC** had control of the Charity's bank account.

7. Date/Venue for Next Meeting

The date of the next meeting would be coordinated by **JS** via email. It was anticipated that it would be held in the first week of June 2023 and **TW** offered to host the meeting.

ATTACHMENT

Updated: 03 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
An invitation and flyer to be emailed to Dr Caroline Johnson MP (JC).

Big Lunch

Catering

Paper plates/napkins/cups + cutlery (JC)
Water dispenser? Not required.
Tables for food, cake competitions etc. All + AN would ask to borrow 2 tables from Ancaster's VH.

Marquee & Site

Erect the marquee – Wed 3rd May at 2pm (after grass cutting in the am)
Use Committee members' gazebos to extend marquee? As required by individuals.
Decorate site, incl Xmas tree – lots of bunting required (subject to restrictions). 5th May 2pm.
Waste bins/bags (JC/LB)

Games/activities/stalls

'Big Bake-off' – Sponge and 6 cupcakes. Coronation theme. Entry forms (LB to obtain from TC, and forward to JC for printing). An ad hoc panel would judge.
Ladies' and Gentlemen's Best Crown competitions
Children's fancy dress with a Royal theme

Winners' certificates (TW to forward to JC for printing)
Prizes (chocolates?) for children's fancy dress winners (AN asking the Co-op for a donation).
Auction cakes (if permission granted)
Quizzes: TW to find various + JS to download 'Beat the Intro' from Spotify
Games: Various (TW). Chocolates & doughnuts for games (AN asking the Co-op for a donation)
Plant sale/swap (AN)
Book Stall with honesty box (Donated books to LB)

Tombola (JS)

'Operation Wheelbarrow' – JS (South) /LB/JC (North) – 4th May at 4.30pm
New raffle tickets and float required (JS).

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>
Old-fashioned songs (Roll out the Barrel, My Old Man's a Dustman, Hokey Cokey, etc)
Music licence required? No.

Risk Assessment

A Risk Assessment Form for signing by all committee members. (TW)
'Food Allergens' warning notice. Not required.
VH 1st Aid Kit (JS). Fire extinguishers not required (no open flames).
Hand sanitizers. (JC)

Big Help Out

Coordinated litter-picking around Sudbrook and West Willoughby (AN). 8th May 10am
(Rookery Lane, Carlton Rd, Fir Tree Lane, The Sands, WW)

Mid UK Recycling's skip to be delivered to TW's courtyard on 8th May (time TBN).
Maximize Mid UK Recycling's PR opportunities via signs and APC

Taking rubbish to skip/any other voluntary tasks/taking down marquee. 8th May 2pm.