

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 7th August 2023

1. Attendance

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

Apologies: Karen Barrett (KB), Rae Seng (RS), Tom Williams (TW).

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

Apart from a recent change of meeting venue, it was agreed that the minutes provided a good overall record of the meeting held on 10th July 2023. **JC** was to forward the minutes for inclusion on the APC website.

3. Moor Closes Talk/Walk 18th August 2023

Lincolnshire Wildlife Trust (**LWT**) had kindly offered to provide a talk and guided tour of Moor Closes in Ancaster on Friday 18th August 2023. **LWT** had produced an excellent poster advertising the free event which **BC** would post on the Ancaster and SWVH Facebook sites. The event would commence at Ancaster Parish Hall at 10am and **AN** had arranged for refreshments to be available. Tea and coffee would be £1 per cup while squash and biscuits would be free. **JS** and **JC** agreed to help **AN** set up the room from 9am and to clear it up after the walk.

AN had suggested that the event could also be used as an opportunity to promote the SWVH Committee's activities and **JS** agreed to produce an appropriate leaflet. It was also suggested that attendees be given the opportunity to provide their name plus email and postal addresses should they wish to receive further information/updates direct. However, it was considered highly likely that the handling and storage of such information would need to be conducted in accordance with General Data Protection Regulations (GDPRs) or similar and that an associated SWVH Committee policy statement would be required. Hence, residents' personal data will not be collected until appropriate protection measures have been fully investigated.

4. Village Cream Tea/Barbeque or similar

It had been provisionally agreed to hold a ticketed Village summer event in the form of either a Cream Tea or BBQ. However, various food hygiene and insurance concerns had left the Committee with insufficient time to organize another major social event during the remaining temperate months. Consequently, it was agreed that the short-term focus would be on ad-hoc social gatherings based upon favourable weather forecasts.

For the longer term, it was agreed that planning should commence for a major social event during the summer of 2024. An 'Open Gardens' theme was suggested, which could convene at **BC**'s property with refreshments being sold in the SWVVH's marquee. Visitors would then purchase a map to guide them to other volunteers' gardens within the community. It was agreed that 15th June 2024 could be a viable date for consideration.

Self-made signs were increasingly being placed on the VH site's gate to advertise various forthcoming events. It was suggested that professionally produced signs could be more effective, and **TC** offered to contact Viking Signs for likely costs.

The ability to sell alcohol and to play music during Village Hall events could encourage greater attendance but would normally require appropriate licenses to be applied for. It was believed that the cost of the license for selling alcohol was £21 per event. However, it was thought that the cost could be reduced to £37 for a 10-year license if a committee member had attended a 10-working day licensing course. Attendance at the course was believed to cost £100. However, it was not known if that member would have to be present at each event involving the sale of alcohol. **TC** agreed to obtain more details about licensing requirements and to confirm the respective costs. It was believed that **TW** had previously investigated requirements for a music license and consequently his views would be sought.

TC informed the committee that she had a contact within a hedgehog trust who would be willing to give a talk about the organization and its activities for a modest donation. It was suggested that such a talk could be held in conjunction with an ad-hoc social event in September 2023. **TC** agreed to enquire about her contact's availability. In addition, **AN** informed the meeting that Lincolnshire County Council's Wildlife Grant was a potential source of funding for projects that protect, improve, or promote wildlife. Specific examples had included hedge and tree planting and the creation of village nature areas.

5. Next AGM – Friday 18th August 2023

The next AGM was to be held at 7pm on Friday 18th August 2023 at the Ancaster Parish Hall. The requirement to provide residents with 14 days' notice of the AGM had already been met by posting a notice on the VH noticeboard and signs on the site's gate. However, **BC** agreed to advertise the event further via the VH's Facebook site.

As per previous AGMs, the agenda would include informative reports. JS agreed to provide a welcoming address. JC would then report on the committee's activities and achievements since the last AGM plus a financial report. Finally, JS would provide an overview of the committee's intentions for the future.

6. Village Hall Site Development

It was agreed that the overall scope and level of detail required to be discussed and agreed upon warranted a meeting dedicated solely to the development of the Village Hall site.

Consequently, it was agreed that an Extraordinary Meeting of the SWWVH Committee would be held at 7pm on Monday 21st August 2023 at **TC's** home. A provisional agenda was outlined, and **JC** agreed to forward it to **JS** for his consideration and subsequent distribution.

In the meantime, **AN** had forwarded a schematic of a provisional development plan to SKDC's planning department to seek their views on potential requirements for planning permission.

7. Any Other Business (AOB)

The Committee had been deeply saddened by the recent death of **Councillor Rosemary Kaberry-Brown** who had been extremely supportive of its plans to develop the SWWVH site and to encourage its use by all residents. It was agreed that a Rosemary bush would be planted at each end of the site's commemorative bench in honour of her memory. In addition, **JS** agreed to send her family a condolences card on behalf of the Committee.

Following a general question at the last meeting, **JS** had agreed to investigate the impact of a donor paying insufficient income tax to meet the requirements of HMRC's Gift Aid scheme and confirmed that the financial liability would rest with the donor. **JS** reported that he was in the process of registering with HMRC to enable the SWWVH Fund to benefit from the scheme.

The ad hoc social gathering planned for 14th July 2023 had been cancelled due to poor weather. **JS** had intended that the gathering would provide sufficient volunteers to collect the picnic table generously donated by **Mr John Leighton**. **JS** agreed to arrange an alternative opportunity.

8. Date/Venue of Next Meeting

The date/venue of the next regular meeting would be decided at end of the Extraordinary Meeting on 21st August 2023.