

**Sudbrook and West Willoughby Village Hall (SWVH) Committee Extraordinary Meeting  
30<sup>th</sup> October 2023**

1. Attendance

Present: John Somerville (JS), John Cairns (JC), Barbara Campbell (BC), Salena Leighton-Humphries (SLH), Andy Newton (AN), Tom Williams (TW).

Apologies: Louise Burn (LB), Tamara Coton (TC), Rae Seng (RS).

The primary aim of this extraordinary meeting was to discuss future social events during Christmas 2023 and the summer of 2024.

2. Approval/ Amendments of the minutes of the previous Committee meetings

It was agreed that the minutes of the last regular meeting held on 25<sup>th</sup> September 2023 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Christmas 2023 Social Event.

It was agreed that a revised title of 'Christmas Sing-along' would more accurately describe the occasion which was now to place more emphasis on popular songs.

**Sec's Note:** Discussions followed the flow of the Carol Singing Event Plan 2022 and specific actions from this meeting are recorded on the attached 2023 version. Actions undertaken by individuals in 2022 but not yet agreed for 2023 are annotated 'TBC'.

4. Open Gardens Event 2024

It had been agreed that an 'Open Gardens' event should be held in June 2024. **AN** had confirmed with APC that there were unlikely to be any conflicting activities in the immediate area and Saturday 15<sup>th</sup> June 2024 was selected as the date of the event. It was thought that 6 gardens should ideally be available for viewing. Four likely gardens had already been identified. A further two could potentially be found by asking the owners directly or by including a request in a newsletter. It was suggested that a quiz could be included on the back of the Open Gardens Map.

It had also been agreed that the day's events could include a 12-stall car boot or tabletop sale on the VH site. It was suggested that the front of the site could be allocated to a children's 'garden on a plate' competition.

Suggestions for catering included the sale of tea/cakes/ice creams and/or inviting a burger van vendor to participate on a 'profit sharing' basis. It was thought that a Food Hygiene Certificate

might be required, and that the Charity's insurance cover might need to be expanded to include catering.

**Sec's Note:** **BC** has subsequently forwarded the Food Standards Agency's "guidance for providing food in a village hall or other community settings for volunteers and charity groups". In addition to providing useful guidance on food hygiene, it specifically states that a Food Hygiene Certificate is not required.

**AN** offered to investigate advertising the event in local magazines. He also stated that **APC** would be happy to include an advert on its website, for which the Committee was extremely grateful.

As the marquee would already be on **BC**'s paddock for the Open Gardens, it had been suggested that an evening social event could also be held. The format could potentially be a ticketed event such as a cèilidh or a free event with a bar and external catering.

**JS** offered to investigate the potential impact of royalty payments for playing recorded music at a private function.

**TW** would establish whether such events would require separate insurance cover.

**AN** would check to see if **APC's** public liability insurance could cover a social event held at Sudbrook.

**TW** offered to conduct a risk assessment of whatever format was decided upon.

#### 5. Any Other Business (AOB)

**JS** had been working on the Charity's application to join the Gift Aid scheme. HMRC required 3 points of contact as part of the application process. **JS**, **JC** and **TW** agreed to be the points of contact.

**AN** reported that **APC's** work on renewing their grass cutting contract was progressing and it hoped to have 3 tenders by the end of December 2023. At that stage, **APC** would then be able to examine whether the SWVH Committee could receive funding (full or partial) for its grass cutting which was currently being undertaken at the Trustees' personal expense.

It had been agreed to plant a Rosemary bush at each end of the memorial bench to honour the memory of **Councillor Rosemary Kaberry-Brown**. **AN** had kindly purchased the 2 bushes and would destroy the outbreak of stinging nettles prior to planting them.

#### 6. Date/Venue of Next Meeting

The next regular meeting would be held at 7pm on 27th November 2023 at **JC**'s home.

**Christmas Sing-along - Event Plan 2023  
SWWVH Site  
Friday 15<sup>th</sup> December 2023 at 6.30pm**

**Note:** Actions marked 'TBC' indicate those undertaken in 2022, but yet to be agreed for 2023.

**Poster/Flyers**

**SLH** offered to redesign the poster and flyer to reflect the new title plus event details and forward them to **JC** for printing.

**TW** agreed to update his large sign for display on the VH site's main gate.

**JC** offered to print the posters and flyers.

**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 organise delivery areas/boundaries for the flyers.

**JS, BC, JC, LB** will hand deliver flyers around Sudbrook on **DATE TBD**

**AN** will pass flyers to a contact at West Willoughby for subsequent delivery.

**BC** will post a series of announcements on the VH's Facebook site.

**Music**

**JS** will update his Traditional/Modern seasonal music playlist to place more emphasis on Modern music.

ALL should forward specific music requests to **JS** for inclusion on the playlist.

**SLH** will provide a portable cordless projector for displaying Song Sheets on the wall of the Marquee.

**JS** will produce associated Song Sheets as a Powerpoint presentation to be displayed via **SHL**'s portable projector.

**JS** will also forward the Song Sheets to **JC** should 'back-up' hardcopy printouts be required.

**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 to ask for a discount on the wine/pie purchases. **TBC**

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

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

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

**LB** would ask **MB** to purchase paper plates/cups/napkins. **TBC**

**JC** has already purchased more raffle (cloakroom) tickets.

**JC** will purchase small bags of 'sweeties' to hand out to children.

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

### **Marquee & Site**

The Marquee will be erected/disassembled on **DATES/Times TBN**. (**JS** will review the weather forecast nearer the dates 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 food & raffle) during daylight hours on the day of the event.

The need for any gazebos will be made 'on the fly'.

**JS** will purchase rechargeable lights for inside the marquee (Decathlon Winding/USB lights were recommended by **SLH**).

**JC** will bring a black wheelie bin for rubbish/recycling.

### **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. **TBC**

**TC** will request a prize donation from the Co-op. **TBC**

**JC/WC** will arrange the raffle prizes for display and **JC** will act as 'compere' for the raffle draw.

**JC (and one volunteer if required)** will sell raffle tickets (£1 for a strip of 5).

**WC and one volunteer** will separate and fold the ticket stubs.

**JC** will provide a cash float.

### **Risk Assessment**

**TW** will provide a Risk Assessment Form which should be signed by committee members.

**JS** will bring the VH 1<sup>st</sup> Aid Kit.

### **Final Planning Meeting**

A final planning meeting/social event will be held at Woody's Bar at 7pm on **DATE TBD**.

All committee members, spouses and other family members are welcome.