

## **Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 27<sup>th</sup> November 2023**

### 1. Attendance

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

Apologies: Louise Burn (LB), Barbara Campbell (BC), Salena Leighton-Humphries (SLH), Rae Seng (RS), Tom Williams (TW).

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

It was agreed that the minutes of the Extraordinary Committee meeting held on 30<sup>th</sup> October 2023 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

### 3. HMRC Application.

**JS** had been continuing his work on the Charity's application to join the Gift Aid scheme. It was originally thought that 3 points of contact (POCs) were required which were to be **JS**, **JC** and **TW**. However, there appeared to be a potential requirement for a fourth POC. **TC** offered to act as the additional POC if required.

### 4. Christmas 2023 Social Event.

**Sec's Note:** Discussions followed the flow of the Christmas Sing-along Event Plan 2023 at Attachment 1. The associated actions from this meeting have been recorded as updates to the plan.

### 5. Open Gardens Event 2024

It had been agreed that an 'Open Gardens' event would be held on Saturday 15<sup>th</sup> June 2024 from 1pm to 5pm. AN had produced a draft breakdown (Attachment 2) for the event which would significantly aid the planning process.

It was thought that 6 gardens should ideally be available for viewing. Three owners of appropriate gardens had already provisionally agreed to participate, and another owner was still considering the invitation. **AN** would continue to investigate further potential candidates. **AN** also intended to produce a flyer briefly describing the event and seeking each property owner's confirmation of participation.

**AN** had identified 2 magazines that would advertise the event for no charge.

The following actions from the previous meeting were still outstanding and would be addressed in the New Year:

**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.

6. Any Other Business (AOB)

**AN** was thanked for buying and planting the two Rosemary bushes to honour the memory of Councillor Rosemary Kaberry-Brown, and for weeding/tidying the Site's frontage.

7. Date/Venue of Next Meeting

The next Committee meeting would be held at 7pm on 8<sup>th</sup> January 2024 at **AN's** home.

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

**Updated 28<sup>th</sup> Nov 23**

**Poster/Flyers**

**SLH** had designed a new poster and flyer for the 2023 event which was greatly appreciated. **JS** offered to provide **SLH** with some minor changes.

**JC** offered to print the updated posters and flyers if available prior to his holiday. Otherwise, **AN** would oblige.

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

**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, TC, AN** will hand deliver flyers around Sudbrook depending on their availability (date TBD by **JS**)

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

**JS** will forward the updated poster to **BC** for use on the VH's Facebook site.

**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.

**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 test the new Projector/Powerpoint system once the marquee has been erected.

**JS** will 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 12 boxes of mince pies (10 boxes of standard & 2 boxes of vegan, each with 6 pies per box). **TC** intends asking for a discount on the wine/pie purchases.

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

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

**TC and WC** will make sausage rolls. **TC** will also ask non-committee members if they wish to participate.

**JS** will purchase paper cups.

**AN** will investigate sources of paper serviettes (vice paper plates).

**JC** will purchase small bags or tubs of 'sweeties' for handing out to children.

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

### **Marquee & Site**

**JS** will coordinate VH Site's grass cutting with available volunteers

The Marquee will be erected/disassembled on (DATES/Times TBN). (**JS** will review the weather forecast nearer the event and advise accordingly).

**WC** has agreed to decorate the VH site's Xmas tree.

**AN** will request the use of 5 tables from APC.

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** has purchased 2 rechargeable lights for inside the marquee. **AN/TC** will purchase 4 more.

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

### **Raffle**

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

**Committee members** are invited to bring 2 raffle prizes each (reimbursement from the Charity's Fund may be requested at the members' discretion).

**TC** will request a prize donation from Ancaster Butchers and the Co-op.

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

**TC and BC (TBC)** will sell raffle tickets (£1 for a strip of 5).

**WC, TC and BC (TBC)** 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/'bring a bottle' social event will be held in the marquee (date/time TBD).

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

## Open Gardens

**Date**            **Saturday**    **15<sup>th</sup> June**

**Time**            **Start**            **Finish**

**Poster**            Magazines  
Social Media  
Notice Boards  
Village Flyer

**Gardens**            Selection min 6  
Map  
Registration Fee  
  
Raffle

**Signage**            Road Side  
Parking  
Village  
Houses

**Car Park**            Marshall  
**Catering**            Marquee  
Cakes  
Refreshments  
Pricing  
Crockery  
Tables / Chairs

**Toilets**            Port a Loo

**Car Boot**            Number Stands  
Advance Booking Form  
Price Per Pitch  
Times Set Up  
Marshall