

Sudbrook and West Willoughby Village Hall (SWVVH) Committee Meeting 8th January 2024

1. Attendance

Present: John Cairns (JC), Louise Burn (LB), Barbara Campbell (BC), Andy Newton (AN), Tom Williams (TW).

Apologies: Tamara Coton (TC), Salena Leighton-Humphries (SLH), Rae Seng (RS), John Somerville (JS).

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

It was agreed that the minutes of the Committee meeting held on 27th November 2023 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Christmas Sing-Along 2023 Debrief.

It was agreed that the Christmas Sing-Along held on 15th December 2023 had been a successful and enjoyable event. The turn-out was very good and it was thought that holding it on a Friday evening could have been a contributory factor.

The raffle ticket sales raised £136 and the cost of the mulled wine and mince pies was £53.80, leaving a profit of £82.20 for the Charity's Fund. Draft letters thanking the managers of Ancaster Butchers and the Co-op Food Store for their generous prize donations were approved. It was suggested that ticket sales could possibly be improved by acquiring a 'card tapper' to reduce reliance on attendees having sufficient cash. **BC** agreed to explore the cost and practicalities of using such a device. It was also thought that the raffle draw was somewhat lengthy due to the number of prizes. An alternative to all Trustees being invited to donate 2 prizes each could be for one of them to provide mince pies instead, thus reducing both the time taken on the raffle draw and the Charity's expenditure. Finally, a donation box could also be introduced to help offset the cost of the mulled wine.

SLH's portable projector proved to be an excellent alternative to producing hardcopy song sheets for the Sing-Along and she had kindly forwarded details of a similar device that the Committee could consider purchasing. It was agreed that the Committee would benefit from owning its own portable projector. However, it was thought possible that such a device could be procured through a local grant before the next Christmas event. In addition, while **JS's** sound system had proved its worth yet again, it was thought that playing the music at a slightly higher volume might encourage the more reticent attendees to participate in the singing.

4. Open Gardens Event 2024

It had been agreed that an 'Open Gardens' event would be held on Saturday 15th June 2024 from 1pm to 5pm. It had been decided that a minimum of 6 gardens would be required for a viable event. Three owners of appropriate gardens had previously agreed to participate, but one of those had since withdrawn. Another owner was still considering the invitation. **AN** would continue to investigate further potential candidates.

AN had produced a flyer which could be adapted to either seek the garden owners' confirmation of participation or other residents' willingness to help at the event or to participate in the Table-Top Sale for a modest fee.

AN had now identified 3 magazines that would provide space for a half-page advert for the event for no charge.

It was agreed that the immediacy and entertainment value of a tombola stall in the marquee would be preferable to holding a raffle which would probably require some winners to be contacted and prizes forwarded following the draw.

It was also agreed that the VH Site event should be a 'Table-Top Sale' as allowing cars onto the site for a 'Car Boot Sale' would run the risk of significant damage to the grass, particularly following any wet weather. However, vendors would be required to park their vehicles in the dedicated car park after off-loading their goods etc.

The importance of including West Willoughby residents in the event was fully acknowledged. While the village's pedestrian route from Sudbrook and its proximity to a main road was likely to preclude its suitability for Open Gardens venues, it was thought possible that the residents would like to have a plant stall at the Table-Top sale.

AN confirmed that he could request the use of APC's tables, chairs, and crockery for refreshments in the marquee.

BC stated that visitors would have access to her outdoor toilet. However, it was thought that a Portaloo would be required for the Table-Top Sale at the VH Site.

Other items on the Open Gardens Plan would not be addressed until 6 gardens had been identified and the owners' participation confirmed.

It was anticipated that an evening social event for residents would be held in the marquee following the Open Gardens event. It was suggested that holding such an event in the afternoon could also be a potential alternative to the Open Gardens if the desired number of gardens was not reached. **TC** would be asked to remind the Committee of her previous findings regarding licensing requirements for selling alcoholic beverages at such gatherings.

Finally, the following actions from a previous meeting were still outstanding and would need to be addressed at the next meeting:

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.

5. Any Other Business (AOB)

The balance of the Charity's bank account following the Christmas Sing-Along was £4025.17 (**Sec's Note**: amended following the meeting to reflect the subsequent payment of £53.80 to **TC** for her purchase of the Sing-Along's mulled wine and mince pies).

JS was still progressing the Charity's application to register with HMRC and would be asked to provide an update at the next meeting.

It was suggested that there could be scope for another summer social event depending on the outcome of plans for the Open Gardens. However, it was acknowledged that care should be taken not to overburden the Committee during the summer holiday period. Regardless, it was agreed that the ad-hoc 'Friday Socials' that proved to be popular in 2023 should continue.

It was agreed that another Extraordinary Meeting to progress plans for developing the VH Site was required, possibly after the next routine meeting. Several actions from the previous extraordinary meeting had yet to be completed and it was possible that they would need to be re-assigned.

6. Date/Venue of Next Meeting

The next routine Committee meeting would be held at 7pm on 19th February 2024 at **LB's** home.