

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 19th February 2024

1. Attendance

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

Apologies: Barbara Campbell (BC), Tamara Coton (TC), Salena Leighton-Humphries (SLH), Rae Seng (RS).

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

It was agreed that the minutes of the Committee meeting held on 8th January 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Progress Reports.

Mobile Card Reader. Following the Christmas Singalong 2023, it had been suggested that the number of raffle tickets sold might have been higher if attendees had had an option for paying with a bank card. **JC** agreed to investigate whether using a mobile card reader ('card tapper') linked with the Charity's Lloyds Business Account was possible.

Licensing requirements. Licensing requirements for SWVH social events had yet to be fully explored. **Michael Burn** advised that Temporary Event Notices, if required, are submitted to SKDC in accordance with the following guidance:

<https://www.southkesteven.gov.uk/business-trade-and-licensing/licensing/temporary-event-notices>

https://www.southkesteven.gov.uk/sites/default/files/2023-07/Temporary_Event_Notice.pdf

For events involving the sale of alcohol, a Personal Licence Holder is also required in accordance with the following guidance:

<https://www.southkesteven.gov.uk/business-trade-and-licensing/licensing/personal-licence#:~:text=A%20personal%20licence%20is%20held,the%20purposes%20of%20selling%20alcohol.>

<https://www.southkesteven.gov.uk/business-trade-and-licensing/licensing/personal-licence#:~:text=A%20personal%20licence%20is%20held,the%20purposes%20of%20selling%20alcohol.>

TW added that Temporary Event Notices are not required for charities holding events on their own land.

Payment of Royalties. Regarding the payment of royalties via Phonographic Performance Limited (PPL) for playing recorded music at events, it was suggested that charities were not exempt and that a licence could cost £134. **JS** offered to seek further advice through SKDC and the Charity Commission.

Additional Insurance Requirements. **TW** advised that the Committee's extant insurance policy was adequate for the types of VH events held to date. However, separate insurance could be required for additional activities such as a BBQ. **AN** advised that APC takes out bespoke insurance for particular events and was uncertain whether its standing public liability insurance would cover events in Sudbrook.

Gift Aid Application. **JS** confirmed that the Charity is now registered with HMRC. Additional supporting documentation was now required for the Gift Aid element and **JC** agreed to provide a printout of the Committee's Lloyds bank statement to cover the previous 4 months.

APC Grass Cutting Contract. **AN** reported that APC's contract for the grass cutting service had been issued against the full tender. **Sec's Note:** APC has subsequently confirmed that the contract includes the SWWVH site for 8 cuts per year. APC have been thanked for their efforts on behalf of the SWWVH Committee.

4. Open Gardens Event 2024

An 'Open Gardens' afternoon had been provisionally planned for Saturday 15th June 2024 and 6 gardens had been considered to be the minimum requirement for holding a viable event. To date, only three owners of appropriate gardens had agreed to participate. Given the lead times required for advertising the event it was reluctantly agreed that the current plan should be abandoned. Instead, it was agreed that the villages would participate in the nationwide Big Lunch and Big Help Out events on either of the first 2 weekends in June 2024. **AN** was thanked for all of his work on the Open Gardens project, much of which had provided information that would be useful for the future. In addition, **JS** agreed to notify the garden owners and thank them for their kind offers of support.

5. Any Other Business (AOB)

TW reminded the Committee that the same insurance policy had been used for the VH site since the Committee was reformed. He planned to explore other policies and associated quotes but was uncertain whether that could be achieved prior to the current policy expiring. If that was the case, then it was agreed that he should renew the current policy and explore other options in slower time.

While the Committee was happy for dogs to be brought to most VH events, it was thought that their inclusion might not always be appropriate, particularly in confined and tightly packed venues. Consequently, the decision as to whether dogs would be permitted would be taken as part of the risk assessment for each event.

6. Date/Venue of Next Meeting

The next routine Committee meeting would be held at 7pm on 18th March 2024 at **TW**'s home. With the cancellation of the Open Gardens project it was decided that there would be time for the agenda to include the development of the VH site. Hence, the Extraordinary Meeting discussed at the previous meeting would no longer be required.