

## **Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 18<sup>th</sup> March 2024**

### 1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Barbara Campbell (BC), Tamara Coton (TC), Salena Leighton-Humphries (SLH), Tom Williams (TW).

Apologies: Andy Newton (AN), 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 19<sup>th</sup> February 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

### 3. Progress Reports.

#### Mobile Card Reader.

**JC** confirmed that a mobile card reader ('card tapper') could be linked to the Charity's Lloyds Business Account, typically via an app on any smart phone. There was a reasonably wide range of providers to choose from, with readers costing £16 to £49 with transaction fees varying between 0.8% and 1.75%. Lloyds' Cardnet system was at the highest end of both scales. It was thought that using a card reader purely for selling raffle tickets was unlikely to be economically viable but would be very highly desirable if selling alcohol and/or food. **JC** agreed to conduct further research into specific models.

#### Temporary Event Licensing.

A Temporary Event Notice (TEN) has to be submitted for occasional or ad-hoc events involving licensable activities (eg selling alcohol, providing entertainment etc). A total of 5 TENs per year may be submitted for non-Personal Licence Holders, or 50 TENs per year for Personal Licence Holders.

To apply for a Personal Licence to sell alcohol costs £37 via SKDC, and to obtain a prerequisite licencing qualification through an accredited provider could cost in the order of £140+VAT (including a 1 day training course, exam, Disclosure and Barring (DBS) application etc). It was believed that the entire process could take a minimum of 6 weeks. **TC** offered to become a Personal Licence Holder with fees paid for by the charity. **TW** agreed to explore typical 'social club prices' for drinks.

APC Grass Cutting Contract. APC had confirmed that their grass cutting contract includes the SWWVH site for 8 cuts per year. APC had been thanked for their efforts on behalf of the SWWVH Committee.

#### VH Site Insurance.

**TW** had renewed the extant annual insurance policy for the VH site and would forward details of his expenditure to **JC** for reimbursement. Attempts to obtain quotes for alternative policies had not come to fruition in the time available but could now be undertaken in slower time prior to the next renewal.

#### 4. Big Lunch 2024

Following the cancellation of plans for an 'Open Gardens' afternoon, it had been decided to participate in the nationwide 'Big Lunch'. A provisional date of Sunday 2<sup>nd</sup> June 2024 was agreed subject to further investigation of any conflicting activities. The format of 'bringing food to share and your own drinks' would be used as per the Coronation celebrations and, in addition to a tombola and games, could also include a small table-top sale with participants each paying a nominal fee of £5. **TC** offered to produce a poster for advertising the event. An associated Big Help Out event could consist of litter picking along the approach roads to Sudbrook.

It was suggested that a more comprehensive programme of social events could be held in the summer to encourage further use of the VH site by residents. In addition to any 'ad hoc' gatherings, the programme could include a ticketed Summer BBQ to raise funds and other themed events. **TC** offered to circulate a Google Docs' spreadsheet onto which trustees could add potential themes. In addition, **BC** agreed to examine the potential cost of hiring a portable toilet for use during the events.

#### 5. Site Development Planning.

**TW** had kindly invited the Committee to hold the meeting in his home office which he had incorporated into a Dunster House cabin. While smaller than the company's Vanguard cabin under consideration for the VH site, the Committee was able to view the modifications he had made to improve the useability of the structure as well as enhancing its aesthetic appeal. Such modifications included adding insulation, modifying the windows, adding wooden flooring and extending the roof to provide a covered area beyond the entrance. Overall, it was both impressive and reassuring to see what could be achieved on a 'self-help' basis.

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

**SLH** suggested that the Committee could consider joining 'Just Giving' to facilitate the raising of funds online. Its fundraising tools include Campaign Pages, Giving Checkout, Reporting, Site Builder, Digital Services and Contactless Giving. Its services are free for charities but donors are invited to add a (selectable) percentage of their donation to cover Just Giving's operating costs. **SLH** offered to investigate Just Giving further for its potential viability for enhancing fundraising for the SWVVH Charity.

**LB** proposed that litter picking events are conducted on a more regular basis (perhaps monthly). **AN's** opinion would be sought as he had access to the associated equipment such as gloves, pickers and refuse bags that would be collected by the Council.

7. Date/Venue of Next Meeting

The next Committee meeting would be held at 7pm on Monday 15<sup>th</sup> April 2024 at **TC's** home.