

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 15th April 2024

1. Attendance

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

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

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

It was agreed that the minutes of the Committee meeting held on 18th March 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. APC Website Developments.

APC's website was now being administered by the Lincolnshire Association of Local Councils (LALC) and had been revamped. The LALC webmaster had explained that the SWVH's section could have more pages and features added to it. Suggestions included a description of the VH and its amenities, meeting agendas and minutes, photographs and a Google calendar of events. He also explained that his work was charged on a 'minute start' to 'minute end' basis which was deducted from the remaining time paid for by APC. It was agreed that the Committee had no immediate aspirations to have its section upgraded. However, future development of the VH site could generate a requirement to provide residents with more information and **JC** agreed to investigate the cost implications with APC. **Sec's Note:** APC had subsequently advised that the costs of upgrades would probably be minimal and were therefore unlikely to be an issue.

4. Mobile Card Reader.

JC had investigated options for obtaining a mobile card reader ('card tapper') to facilitate additional income during VH events. He concluded that the Committee fitted into the "sole trader/small retailer" category and that a small handheld card reader that connects to a smart phone app via Bluetooth would be appropriate. Based on its unit cost (£30) and transaction fees of 1.69%, it was agreed that a SumUp Air card reader should be purchased. **Sec's Note:** A SumUp Air mobile card reader has subsequently been purchased.

5. Alcohol Licence.

TC had kindly offered to become a Personal Licence Holder but subsequently discovered that work commitments would preclude her from attending a prerequisite course. No other volunteers were forthcoming and it was thought highly unlikely that any non-Committee members with a licence would be prepared to offer their services. In addition, it was unclear as to whether there were any reoccurring fees associated with holding a licence to sell alcohol. **TC**

agreed to investigate this matter further and **AN** offered to ask APC what it pays to licence its premises.

6. Summer 2024 Events Programme.

TC was congratulated for producing a comprehensive draft programme of VH events for Summer 2024. To further encourage resident's participation and to establish their likely preferences, it was suggested that a variety of events could be held during the Half Term holiday leading up to the Big Lunch on Sunday 2nd June 2024. The following provisional programme was agreed:

Saturday 25 th May	Plant Sale with tea and cake	2.30 to 4.30 pm
Sunday 26 th May	Big Help Out:	
	Coffee & Sausage Rolls	10 to 11 am
	Litter Pick	11am to 12 noon
Tuesday 28 th May	Knit & Natter with cheese & wine	7 to 9 pm
Thursday 30 th May	Children's Picnic & Games	1 to 3 pm
Friday 31 st May	Social Gathering	7 to 9 pm
Sunday 2 nd June	Big Lunch	12 noon onwards

TC agreed to circulate the draft Big Lunch poster and flyer to Committee members. In addition, an Extraordinary Planning Meeting for the week's events would be required as soon as possible (see below).

7. Any Other Business (AOB)

TC and **LB** were planning to offer residents the opportunity to provide their email addresses to receive VH updates electronically. General Data Protection Regulation (DPPR) forms would be required. **AN** offered to provide **TC/LB** with the GDPR form used for the Ancaster Cemetery mailing list.

SLH had offered to investigate 'Just Giving' for its potential viability for enhancing fundraising for the SWVVH Charity and would be asked to present her findings at the next routine meeting.

An agenda item for Site Development Planning (Booths Garden Studios) would be carried over to the next routine meeting.

8. Date/Venue of Next Meeting

An Extraordinary Planning Meeting would be held at 7pm on Monday 22nd April 2024 at **JS'** home.