

Sudbrook and West Willoughby Village Hall (SWVH) Extraordinary Committee Meeting
22nd April 2024

1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), , 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 meeting

It was agreed that the minutes of the Committee meeting held on 15th April 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** provided a short demonstration of the recently purchased SumUp Air mobile card reader. **TC** had agreed to be the first Committee member to be added to **JC's** SumUp account as a 'Team Member' ("Cashier" option to permit card payments only). Following a successful test of this facility, other Committee members would also be invited as "Cashiers". **JS** would be registered as an "Accountant" to permit full access to the account's facilities in line with his role as a joint treasurer. **JC** agreed to investigate whether the card reader had a Gift Aid option for donations.

4. Alcohol Licence.

It was confirmed that the granting of a Temporary Event Notice (TEN) did not obviate the need for a licence to sell alcohol. Furthermore, the £21 fee for a TEN further reduced the already limited profit margin associated with selling alcoholic drinks. With the resultant high volume of alcohol required to be sold to make a worthwhile profit and the lack of a licence holder, it was thought that selling alcohol at VH events was unlikely to be a viable option for the foreseeable future.

5. GDPR Form

It had previously been agreed that residents would be invited to provide the Committee with their email addresses should they wish to receive VH updates electronically. An associated General Data Protection Regulation (GDPR) form would need to be provided. **AN** provided a hardcopy of the GDPR form used for Ancaster Cemetery and agreed to forward a soft copy for **JC** to modify for use by the SWVH Committee.

6. Summer 2024 Events Programme.

The primary aim of the Extraordinary Meeting was to conduct planning for the forthcoming Summer 2024 events programme.

Given the large number of car boot and table top sales in the area it was thought that a relatively small Table Top Sale was unlikely to attract sufficient interest as a sole event. Consequently, it was agreed to combine the Table Top Sale with the Plant Sale that had been provisionally planned for Saturday 25th May 2024. It was also thought that being invited to two social gatherings in 3 days would not be an attractive proposition for most residents. Consequently it was agreed that the Social Gathering originally planned for Friday 31st May would be combined with erecting the marquee on Friday 24th May. However, the associated arrangements would be subject to a 'weather call' by **JS** nearer the time. The revised event programme would therefore be as follows:

Friday 24 th May	Erect Marquee Social Gathering	Subject to 'weather call' by JS 7 to 9 pm
Saturday 25 th May	Plant & Table Top Sale Tea and cake	2.30 to 4.30 pm
Sunday 26 th May	Big Help Out: Coffee & Sausage Rolls Litter Pick	10 to 11 am 11 am to 12 noon
Tuesday 28 th May	Knit & Natter Cheese & wine?	7 to 9 pm? (TBC – see below) (TBC – see below)
Thursday 30 th May	Children's Picnic & Games	1 to 3 pm
Sunday 2 nd June	Big Lunch	12 noon onwards

AN stated that 7 tables could be borrowed from APC for the duration of the programme. **LB** offered to store the tables in her garage when not in use.

JC agreed to book a Portaloo for the period Friday 24th May to Monday 3rd June. (**Sec's Note: JS** has subsequently undertaken this action using information provided by **BC**). The Portaloo would need to be kept locked outside of events.

TW suggested that adding an art/craft demonstration to an event (eg. Knit & Natter or the Children's Picnic) might attract additional interest. **JS** offered to ask Karen Barratt if she would be able to participate. Inviting someone involved with rescuing hedgehogs could be an

additional attraction for the Children's Picnic, particularly if a live animal could be shown (although no action was taken on this).

Planning arrangements for each event are discussed below.

Social Gathering – Friday 24th May

TW agreed to produce a large poster advertising the event.

TC would be asked to include the requirement to bring drinks, nibbles and chairs on the Flyer/Poster.

BC would be asked to advertise the event on Facebook.

Plant & Table Top Sale – Saturday 25th May

Sellers would be charged £3 for a pitch and would need to bring their own tables.

The event would accommodate a maximum of 15 tables (3 rows of 5).

In the event of poor weather, the marquee would be primarily for the Table Top sale.

AN offered to send **TC** the proforma used for the 'Open Gardens' for modification.

Cars would not be permitted on the VH site.

TC would be asked to look after the arrangements for tea and cake.

A cup of tea and a slice/portion of cake would be offered at a cost of £2 per person.

Trustees would each be invited to provide a home-made or purchased cake. Residents could also be invited to provide a cake.

LB offered to use of her large kettles for the event.

AN would request the use APC's crockery and also had a supply of paper cups.

Big Help Out – Sunday 26th May

AN offered to coordinate the Litter Pick.

Committee members would be invited to each buy a packet of sausage rolls to be delivered to **LB** for heating prior to the event.

LB would investigate her supply of paper napkins.

Subject to APC's agreement above, its crockery would also be available for this event.

Knit & Natter - Tuesday 28th May

TC would be asked to act as hostess.

Proposed timings of 7 to 9pm seemed late for a knitting event and specifying 'cheese & wine' might appear too restrictive for some residents (perhaps 'Nibbles and Drinks'?) **JS** offered to liaise with **TC** regarding the details of the event.

Attendees would be asked to bring refreshments and a chair.

Children's Picnic & Games - Thursday 30th May

JS and **LB** agreed to be available for the event. It was possible that **TC** and **BC** may also wish to assist.

Parents would be invited to bring picnic food and drink.

JS and **LB** offered to purchase ice creams which would be sold for £1 each.

TW agreed to investigate suitable games for the event and **AN** offered to provide a swing-ball.

JS will provide a Children's Playlist on his Partybox.

Face-painting was considered but no action was taken on this.

Big Lunch – Sunday 2nd June

Attendees would be invited to bring food to share, their own drinks and chairs/tables.

The site would be decorated with bunting etc. Bunting for the previous events will be installed if time permits.

Power would not be required but **JS** offered to charge his portable lights for potential use.

There would no 'fancy dress' competitions or 'Cardboard-Cutout' photography event.

A 'Bake-Off' competition would be held:

Any type of cake could be entered.

JC agreed to provide Bake-Off entry forms which would include permission to auction the cake.

Judging would be done 'in-house' (or by **TC's** friend if available)

TW would modify the previously used Bake-Off prize certificates for **JC** to print.

JS would hold a subsequent cake auction.

TW couldn't guarantee his attendance but would investigate games for the event, including a quiz as a 'poor weather' option.

'Guess the Name of the Teddy Bear' proved popular/profitable last time. **AN** offered to provide a cuddly toy as a prize.

A horse-racing game and/or a 'Sudbrook Derby' could also be held.

JS and **JC** would decide between them as to who would organise the Tombola.

A request for prize donations had already been included on a draft flyer (**TC** to confirm).

'Operation 'Wheelbarrow' to collect prizes would need to be conducted during the week prior to the event (**All Available**).

JS would provide incidental music on his PartyBox.

JC would provide a black wheelie bin and refuse bags.

TW would conduct a Risk Assessment.

Advertising would be via Facebook (**BC?**) and Posters/Flyers (**TC**).

JC offered to print Posters/Flyers as required.

'Hand Delivery' of flyers would be required in the near future (**All Available**)

7. Any Other Business (AOB)

There were no items for AOB.

8. Date/Venue of Next Meeting

The next meeting would be held at 7pm on Monday 13th May 2024 at **JC's** home.