

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 13th May 2024

1. Attendance

Present: John Somerville (JS), Louise Burn (LB), Salena Leighton-Humphries (SLH), Andy Newton (AN).

Apologies: John Cairns (JC), Tamara Coton (TC), Barbara Campbell (BC), Rae Seng (RS), Tom Williams (TW).

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

It was agreed that the minutes of the Committee meeting held on 22nd April 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Summer 2024 Events Programme.

The main focus of the meeting was to continue planning for the forthcoming Summer 2024 events programme.

JS gave a quick update on recent progress:

- The Portaloo has now been booked with Lincs County Loos and £96 paid.
- The flyers have now been duplicated and delivered; thanks were expressed to **JC** for his mammoth printing endeavours; thanks also to **JC**, **AN** and **JS** for carrying out the delivery.

Publicity was discussed: **AN** presented a slimmed down version of the Plant and Table Top poster which we agreed could be used to promote attendance at this event and he offered to arrange to have the posters displayed at Woody's Bar, the Post Office, the Co-op and Willoughby Road Garage.

AN also stated that he would ask Denise Gascoigne to publicise the event on Facebook.

JS stated that he would contact **BC** to ask her to advertise the Overview Page of the Summer Programme of Events together with the Plant and Table Top Page on Facebook.

Updates were noted: **JS** informed Committee Members that the date of the Knit / Craft & Natter Event had been changed from Tuesday 28th May to Monday 27th May and that the flyer had been amended accordingly.

JS stated that Karen Barratt had been invited to put on an Art and Craft workshop as part of the programme; she said that she would have been interested in doing this but was unable to do so as it coincided with a trip to Switzerland.

The possibility of inviting a guest to talk about Hedgehog Rescue had been suggested at the last meeting although no action had been taken on this issue; **JS** stated that he would ask Linda Awcock if she would be interested in taking part in this with a view to making it form an extra element of the Children's Picnic Event.

Each of the planned events was then reviewed. Existing plans generally remain valid (see previous minutes) although the following observations were made:

Social Gathering – Friday 24th May

No changes were suggested

Plant & Table Top Sale – Saturday 25th May

It was suggested that up to 20 tables might be accommodated on site if the demand was sufficient.

As there was no mention of cars not being permitted on the site in the flyers, **JS** stated that any respondents would be informed of this when receipt of their application for a pitch was acknowledged. It was also agreed that sellers would be directed where to park their cars for the duration of this event.

It was repeated that gas burners would be needed to heat water for hot drinks and **SLH** offered to provide her hob unit for this purpose; we understand that **TW** also has gas burners which will be available.

AN and **LB** stated that they had a small supply of paper cups to be used for drinks.

Big Help Out – Sunday 26th May

No changes other than **LB** and **SLH** stated that they could supply some paper napkins.

Knit / Craft & Natter – Monday 27th May

The date of this event has been changed as shown above.

Committee Members understand that the timing (7pm – 9pm) and refreshments to be offered (Wine and Cheese) are as shown on the flyer.

Committee Members were not sure whether chairs would be required for this event as no mention had appeared on the flyer.

Children's Picnic & Games - Thursday 30th May

It was considered advisable to have extra (female) supervision for this event and therefore Committee Members wondered if it was possible that **TC** and **BC** may also wish to assist.

It was considered preferable if the Games offered could be played independently or with parental supervision to minimise the amount of direct contact between the children and Committee Members. **JS** stated that he would contact **TW** to ask him to select games on this basis.

AN stated that he had a large version of the Connect 4 game which could be used at this event.

It was agreed that preparations for this event should begin at 11:00 am on the VH site.

Big Lunch – Sunday 2nd June

'Operation 'Wheelbarrow' to collect prizes would be conducted during the week prior to the event on Sunday 26th May 4pm – 6pm.

4. Any Other Business (AOB)

Privacy Policy was discussed. **SLH** gave a very knowledgeable introduction to this topic and kindly offered to create a bespoke policy for us under the auspices of the I.C.O. (Information Commissioner's Office, formerly known as the Data Protection Registrar). Her extensive experience and expertise in this field will be invaluable to us.

SLH also stated that she would pass on further information to us about this in due course.

5. Date/Venue of Next Meeting

No date or venue was agreed at this meeting and so a decision will be made in due course.