

## **Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 7<sup>th</sup> October 2024**

### 1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Barbara Campbell (BC), Miranda Hickson (MH), Salena Leighton-Humphries (SLH).

Apologies: Andy Newton (AN), 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 28<sup>th</sup> June 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

### 3. Miranda Hickson

**MH** was formally welcomed to the Committee as a full member and trustee. **MH** agreed to provide **JS** with the personal details required for registering her as a new trustee with the Charity Commission.

### 4. Annual General Meeting (AGM): Evaluation of the Format

Previous AGMs had been held in the village hall at either Carlton Scroop or Ancaster. While these venues were both amenable, attendance by non-committee members had always been low. This year's AGM was held in conjunction with a 'Friday Night Social' at the VH site on 30<sup>th</sup> August 2024 and the marquee had been erected to provide shelter if required. The committee agreed that the less formal setting had encouraged greater attendance and improved interaction with residents, and should be adopted for future AGMs whenever feasible. **SLH** suggested that inviting a mobile takeaway pizza vendor might provide residents with additional encouragement to attend.

### 5. Microsoft Nonprofit Software and Services

In her professional capacity as both a senior information manager and a qualified data protection specialist, **SLH** had generously offered to review the Committee's current IT usage and its ability to comply with specific record-keeping requirements outlined in the Charities Act 2011 and the Charity Commission's guidance. **SLH** had also offered to identify IT solutions to avoid any potential deficiencies and to enhance the Committee's working practices.

**SLH** emphasized the importance for official bodies to have a centralized data system that provides all authorized users with a secure and private environment that is not reliant on individuals' own devices and email accounts. To that end, she had registered the SWWVH Charity for Microsoft's Nonprofit Software scheme which would provide all committee members

with access to the free online version of Microsoft 365 with a variety of associated office software plus 1TB of shared cloud storage. The package would also provide each member with a dedicated SWWVH email address and the means to conduct online 'chats' and participate in meetings remotely via Microsoft Teams. On her own initiative, **SLH** was also in the process of building a SWWVH website.

During the remainder of the meeting, **SLH** assisted members with logging into and setting up their new SWWVH Microsoft accounts. Those members not in attendance would be provided with similar assistance on an 'as required' basis. In the meantime, it was agreed that those with activated accounts would start using their new SWWVH email addresses with immediate effect.

6. Any Other Business (AOB)

There were no items for AOB.

7. Date/Venue of Next Meeting

Arrangements for the next meeting would be coordinated via email.