

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 11th November 2024

1. Attendance

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

Apologies: Miranda Hickson (MH), Andy Newton (AN).

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

It was agreed that the minutes of the Committee meeting held on 7th October 2024 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Microsoft Nonprofit Software and Services

The Committee was progressing well in its transition to the new centralized data system. Of the members yet to transfer, **SLH** would arrange a meeting with **LB** and **RS** to assist them with logging on and becoming acquainted with the associated software. **TW** and **AN** were already familiar with the system and were unlikely to need dedicated assistance.

4. Christmas Sing-Along. It was decided that this year's Christmas Sing-Along would be held on Friday 13th December 2024 at 6.30pm. A summary of the detailed planning considerations and associated actions is at Attachment 1.

5. Acquisition of Items to Enhance the VH Site. An additional picnic table was still being sought and potential sources of children's play equipment were being investigated. However, it was agreed that care should be taken not to reduce the space available for children to run around or to present too many obstacles for grass cutting. Moreover, it was acknowledged that regular inspections of outdoor furniture and play equipment would be required. Finally, while paving for disabled access and/or prams would eventually be considered when planning for a fixed structure, it would not be financially viable for a simple outdoor meeting/play area.

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.

ATTACHMENT 1

Christmas Sing-Along Event Plan 2024 SWWVH Site Friday 13th December 2024 at 6.30pm

Updated 12th Nov 24

Poster/Flyers

SLH will move the 2023 poster and flyer to SharePoint for updating by **JS**.
JC will print the updated posters and flyers.
TW will update his large sign for display on the VH site's main gate.
JS will place a poster on the VH noticeboard.
JS will laminate and place a poster in West Willoughby.
JS will organise delivery areas/boundaries for the flyers.
JS, JC, LB, & Thomas Leighton will hand-deliver flyers around Sudbrook by 1st Dec 24.
AN (TBC) will pass flyers to his contact at West Willoughby for subsequent delivery.
JS will email the poster to **BC** for use on the VH's Facebook site.
BC will post a series of announcements on the VH's Facebook site.

Music

JS will update his Traditional/Modern seasonal music playlist as required with emphasis on modern music.
SLH will provide her portable cordless projector for displaying Song Sheets.
JS will produce associated Song Sheets as a PowerPoint presentation.
JS will setup/test the Projector/PowerPoint system once the marquee has been erected.
JC & BC will bring their USB power packs to power the projector if required.

Catering

RS will provide her heated chafer set for mulled wine and hot food.
BC will purchase 18 bottles of mulled wine (Gluhwein) and 8 boxes of mince pies (6 boxes of standard & 2 boxes of gluten free).
BC should forward her total expenditure to **JC** for reimbursement from the Charity's Fund.
WC will provide a large water dispenser and squash for soft drinks.
LB and **WC** will provide sausage rolls (Non-committee members will also be asked).
JS and LB will source paper cups, plates and/or serviettes.
JC will purchase small bags or tubs of 'sweeties' for handing out to children.
TW will provide **JS** with a 'Food Allergens' warning notice to be placed close to the food and drink.

Marquee & Site

JS will coordinate VH Site's grass cutting with available volunteers.

Marquee will be erected during the week of 9th Dec 24. (**JS** will review the weather forecast nearer the event and advise accordingly).

WC will decorate the VH site's Xmas tree.

AN (TBC) will request the use of 5 tables from APC.

Marquee will be available for decorating and placing tables as required (eg. for food & raffle) during daylight hours on the day of the event.

The need for any gazebos will be made 'on the fly'.

JS will provide 2 rechargeable lights for use inside the marquee.

A donation box will be available to offset costs of event (who provided the box last time?).

JC will bring a black wheelie bin for rubbish/recycling.

A Portaloo will not be required for this relatively short event.

Raffle

JC has sufficient raffle (cloakroom) tickets.

Committee members are invited to bring 1 raffle prize each.

Residents will be invited to provide additional prizes via the flyer.

RS will request a prize donation from Ancaster Butchers and the Co-op.

JC/WC will arrange the raffle prizes for display. **JC** will act as 'comper' for the raffle draw.

BC & JC will sell raffle tickets (£1 for a strip of 5).

WC & BC will separate and fold the ticket stubs.

JC will provide a cash float.

JC will arrange for **BC** to be added to the SumUp Card Tapper account as a 'cashier'.

Risk Assessment

TW will provide a Risk Assessment Form which should be signed by committee members.

JS will bring the VH 1st Aid Kit.

Final Planning

Any last-minute planning will be conducted after setting up the marquee.