

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 7th April 2025

1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Barbara Campbell (BC), Andy Newton (AN), Tom Williams (TW).

Apologies: Miranda Hickson (MH), 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 17th March 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. APC Grass Cutting Schedule 2025 **AN** confirmed that APC's grass cutting contract for the SWWVH site was for 8 monthly cuts per year (March to October). Additional cuts were not financially viable but, given sufficient notice, the date of a monthly cut could be re-scheduled to coincide with preparing the site for an event.

4. Microsoft Nonprofit Software and Services

LB and **RS** had yet to receive assistance with logging onto the centralized data system. In addition, **TW** had experienced problems with finding the email detailing his initial logon details. **JC** agreed to provide **TW** with a copy of his initial email to see if that would help. The Committee was still keen to have a dedicated hands-on group training session to help in its transition to Microsoft Teams once the remaining trustees had been logged onto the new system.

5. VH Site Insurance

TW confirmed that the current insurance policy for the VH site was only for public liability and did not provide cover for equipment such as outdoor furniture. Overall, it was thought that the value of current and planned items would not justify the likely increases to insurance premiums. However, **TW** recognized the need to conduct regular safety inspections of equipment and log the results accordingly. Moreover, additional cover for events involving open fires was required prior to the forthcoming BBQ, and **TW** had requested an appropriate quote from the insurance broker.

6. Public Access to VH Site

The removal of the protective mesh fencing from the hedge saplings had significantly improved the overall appearance of the site. The main gate had also been left open on several occasions to make it more obvious that routine access was encouraged. However, the gate had subsequently been closed, presumably by people adhering to the country code. Regardless, it was thought that the addition of more garden furniture would indicate that the site was available

for daily use. In addition, a welcoming sign on the main gate would also provide further encouragement. **JS** offered to design such a sign for the Committee's consideration.

7. Newsletter

BC had suggested that the residents' sense of involvement in plans for the VH site could be facilitated by a periodic newsletter for inclusion in the 'News & Views' magazine and had produced a draft. The trustees liked the overall format which included photographs, and agreed with **BC's** suggestion that the newsletter should encompass any local newsworthy items for Sudbrook and West Willoughby residents with VH updates provided as required. Messages of welcome for new residents would also be included. In addition, **BC** kindly offered to deliver the newsletter while delivering the News & Views magazine which would save the cost of having it published.

8. West Willoughby Committee Member

It had been agreed that it would be highly desirable to have a West Willoughby resident as a trustee on the Committee. Consequently, an email outlining the roles of the Committee and the duties of its trustees had been sent to Anne Hollick (APC) who had kindly agreed to circulate it around her fellow West Willoughby residents.

9. Application for Funding

Requirements for new outdoor furniture, a replacement marquee and an onsite storage facility had previously been identified for which funding would be required. JC provided the following outline of SKDC's Community Fund Small Grant scheme:

Grants of £100 to £2000, four rounds of applications each year.

Only one grant per organization per year.

75% of an approved grant in advance, with the remaining 25% paid upon completion.

A grant could not be applied for retrospectively.

A District Councillor's endorsement would be required.

The current deadline for applications was 29th May 25.

A copy of the governing document would need to be attached together with a recent bank statement and copies of two recent written quotes/estimates for items over £50 each..

Evidence of community support would be required.

Durable and high quality 6ft wooden pub tables made by the 'Pub Table Company' were £195 each including VAT, delivery and assembly. A replacement marquee and storage facility would require research and weren't required immediately. It was therefore decided to apply for funding three 6ft pub tables as soon as possible. **JC** offered to draft the application which would be in **JS's** name as Chairman. In addition, **JS** offered to produce a Word version of the Charity's Governing Document as the typed original from the 1950s was not easily legible.

10. Date/Venue of Next Meeting.

The next meeting would be dedicated to planning the BBQ on 5th July 2025 and would be held at 7pm on 28th April 2025 at **LB's** home.