

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 28th April 2025

1. Attendance

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

Apologies: Salena Leighton-Humphries (SLH), 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 7th April 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Public Access to VH Site

JS had kindly designed a welcoming sign for the VH Site's main gate to encourage residents to use the VH site on a regular basis. It was agreed that the sign should be attached at the earliest opportunity.

4. Village BBQ 5th July 2025.

The main aim of the meeting was to commence the planning of the Village BBQ to be held on Saturday 5th July 2025. **BC** was thanked for her unstinting efforts in producing the 'Shopping/To Do' list and 'Costing options', both of which are attached. These excellent documents formed the framework for the following planning discussions and decisions.

BBQ items would include beefburgers and sausages sourced from Ancaster Butchers. **BC** would give the owner early notification of the BBQ's date and potential meat requirements. It was anticipated that vegetarian options could be accommodated but options for dietary requirements based on medical grounds were likely to be limited and only considered on a case-by-case basis. In addition to his extant action of seeking a quote for having open fires on site, **TW** would also be asked to explore the likely cost of obtaining 'one off' catering insurance, to conduct a risk assessment for the event and to provide an Allergens Warning sign.

A flyer for advertising the event would be delivered to residents with the next edition of the 'New and Views' magazine. **BC** offered to draft the wording of the flyer and ticket prior to **JS** undertaking their final graphical design. **All committee members** would be invited to assist with deliveries which would need to be undertaken during the period **30th May to 1st June 2025**. The flyer would also be posted on the Village Noticeboard and on the Ancaster and VH Facebook sites.

Tickets for “two BBQ items, strawberries & cream plus a drink from the bar” would cost £10 for an adult and £5 for a child. Tickets would only be sold in advance by the following means:

Door to door while delivering the flyers.

Direct purchase from JS' home.

Emailing JC's VH address for details of how to pay online via BACS.

The final number of attendees would be required by **26/27th June 2025**.

BC agreed to apply for a Temporary Event Notice (TEN) at her earliest convenience.

JC offered to obtain a cash float for the event and to ensure that the SumUp card payment system would be available.

JS agreed to book a Portaloo for the event.

While a music play list would be available on JS' sound box, a local musician could also be invited to provide entertainment. **JS** offered to make an enquiry within Sudbrook.

5. Date/Venue of Next Meeting.

The next meeting would be held at 7pm on 19th May 2025 and its primary aim would be to continue the detailed planning of the Village BBQ. The venue for the meeting would be coordinated via email.

Attachment 1

Shopping List for BBQ

Item	Price	Volume	Date Reqd	Action
Charcoal / LPG bottles				
BBQ Lighter Fuel				
Ketchup				
American Mustard				
Onions				
Burgers / Sausages				
Veggie Burger				
Buns				
Plastic Cheese				
Napkins				
1 Pint Beer Glasses				
Half Pint Glasses				
Spoons				
Barrel of Beer				
Bottles of beer				
Pimms				
Lemonade				
Red Wine				
White Wine				
Fresh Mint				
Ice				
Strawberries				
Cream				
Plastic Bowls				
Spoons				
Bales of straw	FOC Loan			BC
Covers for Straw				
Bunting	FOC Loan			BC
Tables Large trestle x 3				
Table Cloths	FOC Loan			BC
Portaloo				
BBQs 2 Large				
Cool Boxes				
Licence / TEN Application				

Suggested Itinerary

Time	Activity	
1.00	Arrive – drinks	
1.30	BBQ ready	
1.30-2.30	Serve Food	
2.30 – 4.00	Games	
6.00 -	Socialising	

7.30	Finish	
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Games Ideas

Teams constructed of multi age and gender but

Individual races of adults/children/gender and collect points for team??

Ensures mixing and central point of focus, everyone involved even if just spectating.

Team Games		Equipment	Action	Source
Tug of War				
3 Legged Race				
Sack Race				
Egg and spoon				

Static Games

Ongoing entertainment for anyone interested.

Bean bag throwing

Croquet?

Jenga etc.

Jobs on the Day

Job	Number of People	Time Slot	
BBQ	2-3	12.30 – 2.30	
Bar	2	1.00 – 2.30	
		2.30 – 4.00	
		4.00 – 5.30	
		5.30 – 7.00	
Games	2	2.30 – 4.00	Organize Teams, equipment, scoring

Ticket Price Options for BBQ

Included in Ticket Price	Options
Burger x 1	1 Burger 1.8 2 Burger 3.6 One Drink Strawberries 1.8 2 burgers a drink and strawberries 1.8 3.6
Burger x 2	3.6
Free Drink	2 2 2 2
Strawberries and cream	0.77 0.77 0.77 0.77
Misc (Glass, napkin ketchup, charcoal)	0.75 0.75 0.75 0.75
Break even Price	2.55 4.35 2.75 4.55 5.32 6.35 7.12 0
Beer Glasses	Nisbets .34 each
Est 80g per serving for strawberries at £2.50 for 400g	0.5
Est 50ml of cream 600ml £2.60	0.22