

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 19th May 2025

1. Attendance

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

Apologies: Andy Newton (AN), 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 28th April 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Microsoft Teams

It had been agreed that a dedicated training session for using Microsoft Teams would be required. **SLH** recommended that the session would be in the form of a group tutorial using an overhead projector. It was agreed that it would be held following the summer social events.

SLH informed the Committee that its current free contract with Microsoft for a maximum of 10 users was due to expire in July 2025. Additional users and features would incur a monthly cost but the meeting agreed that the current contract was sufficient for its purposes.

4. SKDC Community Fund Application

The application for a SKDC Community Fund grant to purchase 3 new picnic benches for the VH Site had been submitted. A decision on whether the grant would be awarded was expected in June 2025.

5. Village BBQ 5th July 2025.

The main aim of the meeting was to continue the planning of the Village BBQ to be held on Saturday 5th July 2025.

BC had included a 'Save the Date' flyer in the latest edition of the 'News & Views' magazine and the final flyer would be drafted in the near future. BC's daughter Megan was thanked for her invaluable assistance in the production of the flyers. **BC / Megan** offered to produce draft tickets for the Barbeque in the near future.

JS agreed to coordinate the door-to-door delivery of the final flyers which would include the option for residents to purchase tickets for the BBQ. The number of tickets and details (name

and address) of the purchasers would need to be recorded. **BC** offered to ask a West Willoughby resident to assist. Sec's Note: This action was subsequently reallocated to **AN**.

BC's application for a Temporary Event Notice (TEN) to permit the sale of alcohol at the Summer BBQ had been accepted. The cost of the application was £21 for which **BC** would be reimbursed together with any other expenditure for the BBQ.

TW had investigated the potential requirement for additional insurance cover for the summer events. **TW** had concluded that additional cover at about £100 was not required as the planned events were low risk providing that sensible precautions were taken for the use of BBQ equipment and the preparation of food. Consequently, it was agreed that Allergen requirements could not be catered for.

TW offered to see if he could borrow a First Aid kit.

AN would be requested to coordinate with APC for the loan of tables and, if possible, a fire extinguisher.

JC offered to ask **RS** if her chafer set would be available for keeping food warm.

BC confirmed that the order for burgers and sausages from Ancaster Butchers should be placed a working week before the BBQ.

It was agreed that pints of beer and glasses of wine/Pimms would be sold at £3.50 each.

JC agreed to obtain a cash float for the bar from Ancaster Post Office.

JS offered to book a Portaloo from Lincs County Loos at a cost of £120 including VAT. The Portaloo would be located in a more central location than used before.

TW agreed to consider appropriate games/fun activities for the BBQ and would approach a local musician to see if he was willing to provide musical entertainment.

More detailed planning items and associated actions are at Attachment 1.

6. Date/Venue of Next Meeting.

The next meeting would be held at 7pm on 9th June 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. Sec's Note: The meeting was subsequently re-scheduled for 16th June 2025 at AN's home.

Attachment 1

Requirements for BBQ

Item	Price	Amount	Date Reqd	Action	Done
LPG bottles				JS/LB/TW	
Ketchup				SLH	
American Mustard				SLH	
Onions				LB	
Burgers / Sausages				BC	
Veggie Burger					
Rolls (Round and Finger)				JS (Coop)	
Plastic Cheese				BC/SLH	
Napkins				BC/SLH	
1 Pint Beer Glasses				BC/SLH	
Half Pint Glasses				BC/SLH	
Spoons				BC/SLH	
Barrel of Beer					
Bottles of Beer					
Pimms				SLH	
Lemonade (Tesco @ 25p)					
Lime (for lager)					
Red Wine (Sainsbury Hs)				JS	
White Wine (Ditto)				JS	
Fresh Mint					
Cucumber					
Ice				LB	
Strawberries				MH	
Cream (Squirty) + Sugar				MH	
Plastic Bowls					
Bales of straw	FOC Loan	25 No. (TBC)		BC	
Covers for Straw				LB/BC	
Bunting	FOC Loan			BC	
Tables Large trestle		3 No.		AN	
Table Cloths	FOC Loan			BC	
Portaloo	£120			JS	
BBQs		2 large+1 other		JS/LB/TW	
Cool Boxes				All who can	
Licence / TEN Application	£21			BC	
First Aid kit				JS/TW	
Fire Extinguisher				AN (?)	
Hygienic Gloves					
Jugs / Carafes					
Water for washing					
Wine measure					

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	

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