

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 16th June 2025

1. Attendance

Present: John Somerville (JS), Louise Burn (LB), John Cairns (JC), Andy Newton (AN).

Apologies: Barbara Campbell (BC), Miranda Hickson (MH), Salena Leighton-Humphries (SLH), Tom Williams (TW), 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 19th May 2025 provided a good overall record. Following a couple of minor amendments, **JC** was to forward the minutes for inclusion on the APC website.

3. SKDC Community Fund Application

Receipt of the Committee's application for a SKDC Community Fund grant to purchase 3 new picnic benches for the VH Site had been acknowledged and a minor query regarding the status of the charity's Governing Document had been answered. A final decision on whether the grant would be awarded was awaited.

4. 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.

The flyers advertising details of the event had been delivered and approximately 22 tickets had been sold so far. More ticket sales were anticipated in the lead up to the event but a cut-off date of 29th June 2025 would be required for pre-ordering meat and purchasing sufficient amounts of other consumables. **JS** offered to design a new flyer to advertise the cut-off date and ticket payment options which would need to be delivered over the weekend of 21/22 June 2025. The door-to-door delivery would also include the opportunity for residents to purchase tickets. **JC** offered to print the new flyers and **AN** agreed to ask a West Willoughby resident to assist with delivery. In addition, **JC** was to advertise the cut-off date for ticket sales on the Ancaster and VH Facebook sites.

JC had confirmed that **RS'** chafer set would be available for keeping food warm.

A local musician had confirmed that he would be able to play sets during the event but, depending on the availability of his fellow band members, it was possible that he would have to play to recorded backing tracks. To cover for this eventuality, **JS** agreed to offer him the use of his Partybox music system and liaise for the transfer of the tracks from a CD if required.

BC had previously offered to order the meat from Ancaster Butchers. It was agreed that it would be wise to slightly over-order to cater for people selecting 2 identical items from the BBQ and/or any cooking mishaps.

JC would obtain a cash float for the bar from Ancaster Post Office during the week preceding the event.

An outline plan of the site layout would be required to cater for all the various activities and seating areas. It was agreed that it would be best to wait for **BC's** return from holiday as her ideas for arranging the hay bales were unknown.

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

5. Date/Venue of Next Meeting.

It was decided that a further dedicated planning meeting for the BBQ would not be required and any subsequent actions would be dealt with via the most expedient means. It was anticipated that the AGM would be conducted during the Curry Night on 15th August 2025 and the next routine meeting would be coordinated via email.

Attachment 1

Requirements for BBQ

Item	Price	Amount	Date Reqd	Action	Done
Licence / TEN Application	£21			BC	✓
BBQs		2 large+1 other		JS/AN/TW	
LPG bottles				JS/AN/LB/TW	✓
Burgers / Sausages				BC	
Veggie Burger / Haloumi				JS/SLH	
Plastic Cheese				BC/SLH	
Onions				LB	
Rolls (Round and Finger)				JS (Coop)	
Ketchup				SLH	✓
American Mustard				SLH	✓
Strawberries				MH/LB	
Cream (Squirty) + Sugar				MH	
Bowls				SLH	✓
Spoons				SLH	✓
Napkins				SLH	
Plates				SLH	✓
Hygienic Gloves				AN	
Barrels of Beer & Lager				BC	
Bottles of Beer & Lager				BC	
Lime (for lager)				AN	
Guinness 0.0				AN	
Red Wine (Tesco)				AN	
White Wine (Tesco)				AN	
Wine measure					
Pimms				SLH	
Lemonade (Tesco @ 25p)				AN	
Fresh Mint				AN/LB	✓
Cucumber				MH	
Coke				SLH	✓
Ice				LB	
Orange/Blackcurr cordial					
Paper Cups (cold drinks)				SLH	
1 Pint Beer Glasses				SLH	
Half Pint Glasses				SLH	
Wine Glasses				SLH	
Trestle tables (6) + chairs				AN	
Table Cloths	FOC Loan			BC	
Bales of straw	FOC Loan	25 No. (TBC)		BC	
Covers for Straw				LB/BC	
Bunting	FOC Loan			BC	
Jugs/Carafes/Kilner Jar				All who can	
Cool Boxes				All who can	
Water (washing + cordial)				All who can	
Food thermometer				AN/LB	✓

First Aid kit				JS/TW	
Fire Extinguisher				AN	✓
Portaloos	£120			JS	✓

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