

## **Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 28<sup>th</sup> July 2025**

### **1. Attendance**

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

Apologies: Barbara Campbell (BC), 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 16<sup>th</sup> June 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

### **3. Village BBQ 5<sup>th</sup> July 2025.**

It was agreed that the Village BBQ held on 5<sup>th</sup> July 2025 had been a great success. Over 90 people had attended the Committee's first ticketed event and feedback from attendees had been extremely positive. Moreover, the event made a net profit of £589 for the Charity's funds. A Financial Overview of the BBQ is at Attachment 1.

Of note, the quality of the meat purchased from Ancaster Butcher's was excellent and the two 72 pint barrels of beer from the local Zest brewery proved to be extremely popular with very little left over by the end of the event. The bar made a net profit of £224 and it was clear that the SumUp 'card tapper' app installed on 3 trustees' phones had added greatly to the high volume of sales. In addition, the games organized by **TW** had been thoroughly enjoyed by both players and spectators alike. It was suggested that any future activities or noteworthy VH news could be announced at an appropriate time during future events. A 'Dates for your Diary' message could also be posted on the VH and Ancaster's Facebook sites,

A Financial Overview of the BBQ with a breakdown of associated costs for planning purposes is at Attachment 1.

### **4. Expenses Claim Forms**

The high number of items purchased by trustees prior to the BBQ and subsequent claims for expenses had highlighted a need for a standardized Expenses Claim Form. **AN** had adapted a form used by APC as a temporary measure but the simpler Volunteer Expense Claim Form from the Gov.UK site was thought to be more appropriate. The latter form is at Attachment 2. **TW** identified a potential requirement to add VAT and Gift Aid aspects to the form for use by a Treasurer. **JC** agreed to seek advice about VAT aspects from APC's Clerk.

#### 5. SKDC Community Fund Grant

The Committee had been successful in obtaining a grant of £585 from SKDC's Community Fund for 3 new picnic benches for the VH site. The Grant was to be paid in 2 installments (75% initially then 25% upon completion). The benches were delivered just before the Village BBQ and were put to great use during the event. The Project Completion Form with evidence of purchase had been submitted to SKDC. (**Sec's Note:** the Project Completion Form has since been accepted by SKDC and payment of the remainder has been paid).

#### 6. Lloyds Business Debit Card Application.

The online purchase of the picnic benches from the Pub Table Company had to be made using **JC's** personal credit card due to the lack of a debit card for the VH's Lloyds Business Account. Lloyd's application form for a debit card for each of the joint treasurers required approval from the charity's trustees at a Committee meeting. The attendees of this meeting approved the application unanimously.

#### 7. Curry Night/AGM

The Committee meeting on 17<sup>th</sup> March 2025 had planned to hold its first ticketed events (Village BBQ on 5<sup>th</sup> July and a Curry Night on 15<sup>th</sup> August) during the summer to take advantage of the better weather. However, having recently experienced the high workload associated with its first ticketed event, it concluded that attempting to organize another in the very limited time available was not viable. Consequently, it was decided to hold an ad hoc 'Friday Night Social', combined with an AGM, during the latter half of August if weather permitted. **AN** offered to investigate whether a mobile fast food outlet (such as 'fish and chips' or pizza) would be willing to offer its services for a short period at such an event. A back-up plan for the AGM would be to hold it at Ancaster Village Hall in September 2025.

Notwithstanding the above, the Committee was still very keen to hold a ticketed Curry Night as part of its 2026 events season. (**Sec's Note:** A subsequent discussion identified a potential need to offer an alternative to Indian food). Other initial suggestions for future events included a Halloween party for children and village excursions on a train or coach.

#### 8. Any Other Business (AOB)

There were no items for AOB.

#### 9. Date/Venue of Next Meeting.

The next meeting of the SWVH Committee would be held on 8<sup>th</sup> September 2025 at 7pm. The venue would be dependent on whether the AGM had been held during a 'Friday Night Social' in August 2025. Trustees would be advised accordingly via email.

Village BBQ 5<sup>th</sup> July 2025Financial OverviewExpenditure

|                              |        |
|------------------------------|--------|
| Trustee's Expenses (Claimed) | 810.96 |
| Portaloo                     | 120.00 |
| TEN                          | 21.00  |

**Total Expenditure:** **£951.96**

Income

|                        |        |
|------------------------|--------|
| Tickets (Cash)         | 395.00 |
| Tickets (BACS)         | 420.00 |
| Sundries (extra food ) | 32.00  |
| Bar (Cash)             | 204.65 |
| Bar (SumUp)            | 479.64 |
| Donation (cash)        | 10.00  |

**Total Income:** **£1541.29**

**Net Profit:** **£589.33**

## Notes:

1. This overview does not include items kindly donated by Trustees.
2. The net profit from the bar was £224.05.
3. The cost of BC's tickets (£130) was deducted from her expenses claim, but are included in Tickets (BACS) sales above.

## **Breakdown of Costs**

### **Bar**

|                                   |        |
|-----------------------------------|--------|
| Zest draft beer (2x72 pt barrels) | 302.58 |
| White Wine (12)                   | 78.34  |
| Red Wine (4)                      | 22.52  |
| Pimm's (x 2)                      | 27.00  |
| Guinness Zero cans (8)            | 10.00  |
| Soft drinks x 5                   | 3.10   |
| Ice (6 bags)                      | 6.00   |
| Coke (box – not much used))       | 10.70  |

**Total: £460.24**

### **Food**

|                           |        |
|---------------------------|--------|
| Meat (burgers/sausages)   | 205.76 |
| Bread                     | 49.76  |
| Onions (2 sacks)          | 40.00  |
| Strawberries (24 punnets) | 48.00  |
| Cream (5 cans)            | 9.40   |
| Haloumi/Mustard/Ketchup   | 19.97  |

**Total: £372.89**

### **Sundries**

|              |       |
|--------------|-------|
| Cutlery      | 5.44  |
| Plates       | 8.44  |
| Kilner       | 19.99 |
| Bowls        | 4.79  |
| ½ pt glasses | 2.14  |
| 1 pt glasses | 3.44  |
| Napkins      | 4.99  |

**Total: £49.23**

### Notes:

1. The above costs are provided for future planning purposes and do not necessarily reflect the expenses claimed by trustees.
2. Two bottles of Pimm's were donated . Those listed above were 'extras'.
3. Some of the sundries will be available for future use.

# Volunteer Expense Claim Form

This form can be used to claim expenses whilst volunteering in accordance with guidelines previously stated. **Please enclose copies of receipts, circling relevant spends.**

|                                    |                                   |                       |
|------------------------------------|-----------------------------------|-----------------------|
| <b>Name</b>                        |                                   |                       |
| <b>Date</b>                        |                                   |                       |
|                                    |                                   |                       |
| <b>Date of expenditure</b>         | <b>Description of expenditure</b> | <b>Amount claimed</b> |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
|                                    |                                   |                       |
| <b>Total amount claimed</b>        |                                   |                       |
|                                    |                                   |                       |
| <b>Volunteer signature</b>         |                                   |                       |
| <b>Office use only</b>             |                                   |                       |
| <b>Volunteer Manager signature</b> |                                   |                       |
| <b>Date</b>                        |                                   |                       |
| <b>Amount paid</b>                 |                                   |                       |