

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 8th September 2025

1. Attendance

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

Apologies: 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 July 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. SKDC Community Fund Grant

The Committee had been successful in obtaining a SKDC Community Fund grant of £585 (75% initially then 25% upon completion) for 3 new picnic benches for the VH site. The Project Completion Form with evidence of purchase had been accepted by SKDC and the final installment of the grant had been received.

4. Lloyds Bank Account.

The treasurers had been informed that the Committee's fee-free Lloyds Business account would be moved to a new fee-paying Lloyds Charity account on 13th November 2025. While the news was unwelcome it was thought that most of the potential fees were unlikely to apply to the SWWVH Committee or could be negated by less convenient banking practices. The one exception was likely to be a small charge for processing payments received by cheque which was a rare occurrence (once since the Committee reformed in 2018). Subsequent investigations revealed that several other banks offering accounts for registered charities also charged for day to day banking services. While the Cooperative Bank was still offering a fee-free Charity account, its recent purchase by the Coventry Building Society was likely to result in a new "joined-up service", the details of which were still unknown. Consequently, it was agreed that the SWWVH Committee would stay with Lloyds for the time being but would continue to monitor the market.

5. Lloyds Business Debit Card Application.

The previous meeting had approved an application for a Lloyds Business Debit Card for each of the joint treasurers to facilitate online purchases and certain banking transactions. The cards had now been received.

6. Microsoft Teams.

SLH provided a very useful presentation of some of the features offered by Microsoft Teams which acted as a precursor to a dedicated 'hands-on' training session at the next meeting.

7. Any Other Business (AOB)

It had been decided that the Volunteer Expense Claim Form from the Gov.UK site would be appropriate for the SWWVH Committee. It had been suggested that adding a VAT column would facilitate the claiming back of VAT. However, it was subsequently confirmed that such claims could only be made by VAT registered organizations and that the Committee's annual income was far below the threshold (£90K) required for registration.

The viability of holding a Halloween or a Bonfire Night event was briefly discussed. While neither was ruled out, it was recognized that the number of children of a 'trick or treat' age in the villages was very limited and that the VH's site insurance policy would preclude having an open fire on Bonfire Night. However, it was agreed that the Xmas Sing-Along would be held on Friday 12th December at 6.30pm.

8. Date/Venue of Next Meeting.

The next meeting of the SWWVH Committee would be held at **BC's** home on 6th October 2025 at 7pm. The meeting would take the form of a dedicated 'hands-on' training period for using Microsoft Teams.