

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 3rd November 2025

1. Attendance

Present: John Somerville (JS), John Cairns (JC), Miranda Hickson (MH), Fiona Stocks (FS).

Apologies: Louise Burn (LB), Barbara Campbell (BC), Salena Leighton-Humphries (SLH), Rae Seng (RS), Andy Newton (AN).

2. Approval/ Amendments of the minutes of the previous Committee meeting.

It was agreed that the minutes of the Committee meeting held on 6th October 2025 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Microsoft Emails/Teams Feedback.

Additional documentation had been transferred to the 'In Site Library' within Teams/SharePoint. However, **JS** and **FS** had both experienced problems accessing SharePoint due to authentication issues. **SLH** would be asked for advice if a solution wasn't found in the near future.

4. SWVH Website: Initial Observations.

It was unanimously agreed that **SLH** had created a thoroughly professional website that would soon prove to be an invaluable source of information for the residents. Following a few minor textual changes, the Committee was looking forward to the website being advertised widely within the local community.

5. Christmas Sing-along Event Plan 2025.

The primary aim of the meeting was to commence planning for the Christmas Sing-along event to be held on 12th December 2025 at 6.30pm. The associated Event Plan is at Attachment 1.

A suggestion had been made to apply for a Temporary Event Notice and charge a nominal sum for mulled wine. However, there was a concern that the potential queues to buy wine could impede the flow of what is already a compressed event. Furthermore, it could detract from the Christmas spirit and the money spent on raffle tickets.

6. Any Other Business (AOB)

There were no items for AOB.

7. Date/Venue of Next Meeting.

It was agreed that another dedicated planning meeting for the Christmas Song-along was unlikely to be required. Consequently, the date and venue for the next routine SWVH Committee meeting would be coordinated via email in the New Year.

Attachment:

1. Christmas Sing-along Event Plan 2025.

**Christmas Sing-along Event Plan 2025
SWVH Site
Friday 12th December 2025 at 6.30pm**

If any of the trustees not present at the meeting on 3rd Nov 25 wish to change their allocated tasks then please notify **JS** asap.

Poster/Flyers

BC will prepare the flyer for delivery with 'News & Views' (date TBC).

JS will organize delivery areas/boundaries for the flyers.

BC, FS & MH will deliver 'New & Views' plus flyer as per **JS's** plan for Sudbrook. (**JC** and **JS** are happy to stand in as required).

AN will pass flyers and News & Views to his contact at West Willoughby for delivery unless **BC** already has an alternate method of delivery in place.

JS will place a poster on the Village noticeboard.

JS will laminate and place a poster in West Willoughby.

JS will email the poster to **JC** for use on the VH and Ancaster Facebook sites.

JC will post a series of announcements on the VH and Ancaster Facebook sites.

Music

JS will update his Traditional/Modern seasonal music playlist as required with emphasis on modern music.

SLH will provide her portable cordless projector for displaying Song Sheets.

JS will produce associated Song Sheets as a PowerPoint presentation.

JS will setup/test the Projector/PowerPoint system once the marquee has been erected.

JC & BC will bring their USB power packs to power the projector as required.

Catering

BC will purchase 18 bottles of mulled wine (Gluhwein) and 8 boxes of mince pies (6 boxes of standard & 2 boxes of gluten free (to be re-imbursed).

RS will provide her heated chafer set for mulled wine and hot food.

MH will provide bottles of squash

JC will bring the VH's Kilner filled with water for squash (plus cans of Coke from the BBQ).

FS and **WC** will provide sausage rolls (**Jenny** also plans to bring "a lot").

JS will check current stock of paper cups, plates and/or serviettes (and ask **BC** to buy more if required).

MH will purchase small bags or tubs of 'sweeties' for handing out to children.

Marquee & Site

JS will coordinate VH Site's grass cutting with available volunteers.

Marquee will be erected during the week of 8th Dec 25. **JS** will review the weather forecast nearer the event and advise accordingly.

WC will decorate the VH site's Xmas tree.

AN will request the use of 5 tables from APC

JS will ask **TW** for the use of 10 plastic chairs.

Marquee available for decorating and placing tables as required during daylight prior to event.

JS and AN will provide rechargeable lights for the marquee & its approaches.

A donation box will be available to offset costs of event - (who provided the box last time?).

JC will bring a black wheelie bin for rubbish/recycling.

A Portaloos will not be required for this relatively short event.

Raffle

JC has sufficient raffle (cloakroom) tickets.

Committee members are invited to bring 1 raffle prize each.

Residents will be invited to provide additional prizes on the flyer.

JC/WC will arrange the raffle prizes for display.

BC & MH will sell raffle tickets (£1 for a strip of 5).

BC, MH & JC will need to check their phones' SumUp app by logging on prior to the event.

JC will bring the SumUp card-tapper (in case a PIN needs to be entered).

JC will provide a cash float (£40 = 20 X £1 coins & 4 X £5 notes)

WC, LB and SLH will separate and fold the ticket stubs.

JC will act as 'compere' for the raffle draw.

Risk Assessment/Safety

JS will ask TW for his H&S Assessment and Food Allergens' warning notice..

JS will bring the VH 1st Aid Kit (or purchase a replacement if required).

Subsequent Planning/Coordination

There will not be another Committee meeting prior to the event. The use of Teams Chat for coordination is actively encouraged!