

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 10th June 2026

1. Attendance

Present: John Somerville (JS), John Cairns (JC), Barbara Campbell (BC), Louise Burn (LB), Salena Leighton-Humphries (SLH), Fiona Stocks (FS).

Apologies: Miranda Hickson (MH), 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 20th May 2026 provided a good overall record. **JC** was to forward the minutes for inclusion on the APC website.

3. Gazebo Funding Update.

JS had submitted an application to the South Kesteven Community Fund (SKCF) for assistance with the purchase of two 3m x 6m Gala Tent Pro 40 gazebos with a 'Gutter Kit' and 'Infills' to join them together when required. A quote from Gala Tent for £1985.75 had been received which would enable the application to be considered for the SKCF's Small Grant scheme. A subsequent request for additional quotes and evidence of continued need had been complied with. The decision date for the application was unknown.

4. Summer Barbeque 2026 Planning.

Fliers advertising the BBQ had been delivered to all households in Sudbrook and West Willoughby with the News & Views magazine. Notices had also been placed on the SWWVH and Ancaster Facebook sites.

BC's design of the tickets was approved and the tickets would be delivered to **JS** in the near future. **BC** had also applied for the Temporary Event Notice (TEN) to permit the sale of alcohol at the BBQ and would have a printed copy available on the day.

To provide the best estimate of the number of attendees for ordering food and purchasing other supplies, a nominal closing date for ticket sales would be Sunday 28th June 2026. This date would be promulgated on Facebook and via fliers delivered to all households. **JS** offered to design the associated flier and all available committee members were invited to assist with the delivery. At the same time, households would also be offered the opportunity to purchase tickets. Hence a delivery day and/or time would be selected to maximize the probability of a householder being present. **JS** also agreed to advertise the event at the front of the VH site.

While ticket prices would remain the same as last year's BBQ (£10 for adults and £5 for children), it was agreed that the price of beer and wine would be increased from £3.50 to £4 per

pint/glass to maintain the event's overall profit margin in view of recent rises in the price of alcohol. It was agreed that a 72 pint cask of Zest's Newton's Drop and of Heavenly Blonde should be ordered. Cans of Guinness Zero would be sold at £3 each. In addition, **John Leighton's** offer to help man the bar was gratefully accepted.

A suggestion of having a Bric-a-Brac stall was considered inappropriate for a predominantly social gathering. However, a suggestion of selling homemade cakes and biscuits later in the afternoon was approved. **FS** and **LB** each offered to bake a cake, and similar offers from non Committee members had also been received. It was thought that £2 would be an appropriate price for a slice of cake.

A potential volunteer to run various games had been identified. In addition, it was still hoped to run a tug-of-war competition and **LB** was seeking a neighbour's advice about sourcing an appropriate length of rope.

Finally, a matrix detailing requirements for the BBQ and associated actions is at Attachment 1.

5. Any Other Business (AOB)

The VH site still lacked an electricity supply. **SLH** identified potential cordless options that could be investigated. It was agreed that the topic should be discussed at the next meeting..

6. Date/Venue of Next Meeting.

The date and venue of the next SWWVH Committee meeting would be coordinated via email.

Attachments:

1. Requirements for BBQ.

Requirements for BBQ

Item	Price		Amount	Date Reqd	Action	Done
Licence / TEN Application	£21				BC	✓
BBQs					JS/AN	✓
LPG bottles					JS/AN	
Burgers / Sausages					BC	
Veggie Burger / Haloumi					JS/SLH	
Plastic Cheese					BC/SLH	
Onions 1 bag					FS	
Rolls (Round and Finger)					JS	
Ketchup x 2					SLH	
American Mustard x 1					SLH	
Strawberries		FS to enquire at Coop			MH + FS to help	
Cream (Squirty) + Sugar					MH	
Bowls reusable x 100					SLH	
Forks (for cakes) x 100					SLH	
Napkins x 100					SLH	
Plates reusable x 100					SLH	
Plates cardboard (cakes)					JS	✓
Hygienic Gloves					AN	
Barrels of Beer & Lager		1 x Heavenly Blond + 1 x Newton's Drop			BC	
Bottles of Beer & Lager					BC	
Lime (for lager)					AN	
Guinness 0.0					SLH	
Red + White Wine (Tesco)					AN	
Wine measure					JS	✓
Pimms x 5					SLH	
Lemonade (Tesco @ 25p)					AN	
Fresh Mint					AN/LB / All	
Cucumber					MH	
Coke 6 pack					SLH	
Ice (Coop)					FS	
Orange/Blackcurr cordial					LB	
Paper Cups (cold drinks)					JS	✓
1 Pint Beer Glasses					SLH	
Wine Glasses					JC liaise with RS	
Trestle tables (6) + chairs					AN	
Table Cloths	FOC Loan				BC	
Bales of straw x 20	FOC Loan				BC	
Covers for Straw					LB/BC	

Bunting	FOC Loan				BC	
Kilner Jars					MH / JC	
Jugs/Carafes					All who can	
Cool Boxes					All who can	
Water (washing + cordial)					All who can	
Bucket (washing plates)					BC	
Food thermometer					AN/LB	
First Aid kit					JS	
Fire Extinguisher					AN	
Portaloo	£120				JS	✓
Whiteboard					BC	
Bar Float (£1 / 50p)					JC	