

Sudbrook and West Willoughby Village Hall Committee Meeting 21st November 2019
Carlton Scroop Village Hall

1. Attendance

Present: John Somerville (JS), Karen Barrett (KB), Louise Burn (LB), John Cairns (JC), Neil Gray (NG), Peter Hall (PH), Andy Newton (AN), Tom Williams (TW).

Apologies: Rae Seng (RS) - JC acted as Secretary.

2. Approval/ Amendments to the minutes of the last meeting

The minutes provided a good overall record of the meeting. However, some points of accuracy were noted within the sections for Progress Reports and Proposals for the Village Hall Site.

JC agreed to draft the relevant amendments for the Chairman's approval.

3. Progress reports

The proposal to seek a change to the Area of Benefit (AOB) for the Village Hall from 'the Parish of Ancaster' to 'Sudbrook and West Willoughby' had met with no objections from the local community. The proposal had subsequently been approved by the APC at its November 2019 meeting. Moreover, the Chairman of APC had agreed to send a letter of support for JS to submit as an attachment to his letter to the Charity Commission requesting the change to the AOB. JS had sent a letter to the Chairman of the APC thanking him and members of the Parish Council for their support thus far.

JS would send a further expression of thanks to APC upon receipt of their written endorsement.

JS would also send a letter to the Charity Commission requesting the change to the Village Hall AOB with the Chairman of APC's letter of support as an attachment.

AN advised the meeting that our District Councillor, Mrs Rosemary Kaberry-Brown, still had charitable funds available for appropriate causes within the local community. Requests were to be made detailing the proposed use of the funding together with appropriate justification.

AN also advised the meeting that the recent APC meeting had discussed the funding of the 'Around Ancaster' magazine. Donations of £16 per issue of use had been deemed appropriate. Use of the magazine by the SWVVH Committee was likely to be limited to its newsletters (published quarterly or whenever deemed appropriate) and advertisements for any events.

It was agreed that the first aid box previously discussed would be situated in the former telephone box in an unlocked container to prevent any delay in urgent treatment, together with a

log book to record any usage. A sign indicating the location of the first aid box would be posted on the site. This plan would be subject to review at a later date.

4. Proposals for the future use of the Village Hall site

NG had drafted a form for canvassing suggestions from residents of Sudbrook and West Willoughby for the future use of the Village Hall site. Some minor amendments would be made, following which the meeting agreed that the form would be ready to use once the proposed change to the AOB had been approved by the Charity Commission.

5. Carol Singing Event

The Carol Singing Event was still to be held on 21st December 2019 at 5pm on the SWWVH site. Arrangements and responsibilities discussed at the last meeting were considered to be extant.

Mr Malcolm Corradine of Alyson Hire had kindly agreed to loan the Committee outside lighting for the Carol Singing Event at no charge. As a sign of its appreciation, the Committee agreed to display 2 advertising boards for Alyson Hire at the event. A letter of appreciation to Mr Corradine following the event was also considered appropriate.

JS agreed to send a letter of appreciation to Mr Malcolm Corradine regarding his kind support of the SWWVH Carol Singing Event.

AN would collect the lighting equipment from Alyson Hire on the afternoon of Friday 20th December 2019.

KB suggested that a Christmas tree with lights would greatly add to the festive atmosphere at the event. A rooted tree which could be used in future years was considered to be ideal. The Committee readily agreed and it was proposed that funding for the tree could be sought from the community fund discussed at para 3.

AN agreed to approach Mrs Rosemary Kaberry-Brown with a request for the funding of a rooted Christmas tree and lights for use at this and subsequent SWWVH Carol Singing Events.

AN also agreed to investigate the best source for obtaining the Christmas tree.

Regarding refreshments, it was agreed that 20 bottles of mulled wine and 20 packets of mince pies (6 pies per packet) would be sufficient for the estimated maximum number of people attending (100). The likely cost would be ~£100. (Secretary's Note: Soft drinks would also be required – suggest a mix of coke and lemonade?).

TW agreed to purchase the refreshments for which he would be reimbursed from the Village Hall Fund.

RS had produced a flyer/poster for advertising the event which JC had forwarded to the Around Ancaster magazine's point of contact for publication in its December 2019 edition. It was considered that a 'door drop' of the flyer to Sudbrook and West Willoughby residents would still be beneficial to catch the attention of those not in the habit of reading the magazine. AN proposed that the flyers could be distributed concurrently with the magazine. A poster version could also be placed on the APC noticeboard once it had been refurbished.

JC would ask **RS** to print 100 copies of the flyers for AN no later than Friday 29th November 2019. (Sec's note: actions completed 25/11/19)

AN agreed to arrange for the flyers to be delivered to Sudbrook and West Willoughby residents concurrently with the December edition of the Around Ancaster magazine.

AN also agreed to place a poster on the APC notice board following its refurbishment.

JC had written to the Ancaster Co-op Store Manager seeking a donation of raffle prizes. The Store's community coordinator had indicated that the request would be forwarded to their head office for approval. A further update would be provided at the next meeting. AN suggested that APC could be approached with a request for the funding of raffle prizes. **KB** offered to sell tickets on the day (£1 for 5) and would bring a float.

AN agreed to approach the APC regarding the funding of additional raffle prizes.

JS agreed to act as Master of Ceremonies to welcome guests and to thank organisations and individuals for their support and/or donations.

All Trustees would meet at the Village Hall site at 1pm on Saturday 21st December 2019 to set up for the Carol Singing Event.

6. Any Other Business

The Committee agreed that it would help the flow of future meetings if draft minutes were circulated to trustees in advance. It would also provide trustees with a timely reminder of the actions they had agreed to undertake. Distributing the draft minutes about a week after each meeting was considered to be ideal.

7. Arrangements for Next Meeting

A social gathering of the trustees would be held in Woody's Bar on Tuesday 17th December at 7pm to which spouses and partners would also be welcomed. The gathering would also enable last minute arrangements for the carol singing event to be discussed. Arrangements for the next formal meeting of the SWWVH Committee would be announced at a later date.