

Sudbrook and West Willoughby Village Hall Committee Meeting 24th October 2019
Carlton Scroop Village Hall 7pm

1, Attendance and Apologies;

Present: John Somerville (JS), Karen Barrett (KB), John Cairns (JC), Neil Gray (NG), Andy Newton(AN), Rae Seng (RS), Tom Williams (TW).

Apologies: Louise Burn (LB), Peter Hall (PH).

2, Approval/ Amendments to the minutes of the last meeting;

Denise Gascoyne from APC had spoken with SKDC to request 2 official Dog fouling signs for the Sudbrook and West Willoughby Village Hall (SWWVH) site.

AN had spoken to David Sayer, Chairman of APC, with regards to changing the area of benefit of the SWWVH site from Ancaster Parish to Sudbrook and West Willoughby. The proposal had subsequently been published in the APC's minutes for the meeting on 21st October 2019, and was to be discussed at the APC public meeting on 18th November 2019. An associated notice was also to be placed in the November issue of the Around Ancaster magazine.

3, Progress reports;

A section dedicated to the SWWVH Committee had been set up on the APC web site and would include minutes of meetings, newsletters, notices of events and any other appropriate material. The first SWWVH Newsletter was also to be published in the Nov 19 issue of the Around Ancaster magazine. It was anticipated that a SWWVH Newsletter would be published quarterly or whenever deemed appropriate.

It was now anticipated that the replacement fencing at the front of the SWWVH site would consist of 3ft high wooden panels on concrete plinths with concrete posts at suitable intervals, together with 1 or 2 removable/fold down posts for access. The APC noticeboard would be co-located with the site following its refurbishment.

TW had been reimbursed from the Village Hall Fund for the £109 insurance premium for the SWWVH site.

4, Proposals for the future use of the SWWVH Village Hall site;

The Committee proposed that each household in Sudbrook and West Willoughby would be canvassed for their opinions on the future use of the SWWVH site once a change to its area of benefit had been officially approved by the Charity Commission.

NG agreed to draft a canvassing form for consideration by the Committee.

TW would provide NG with the Charitable Aims forms to aid in the drafting of the canvassing form.

5, Carol Singing Event;

The Carol Singing Event was to be held on 21st December 2019 at 5pm on the SWWVH site.

RS agreed to produce a poster for advertising the date, time and location of the event, and that mince pies, mulled wine and soft drinks would be provided. It would also announce that a fund raising raffle in support of the Village Hall Charity would be held and that donations of additional raffle prizes would be welcomed.

TW would provide a party tent for electrical equipment and catering, a music system, extension lead, twinkling lights and 2 refuse bins.

TW agreed to purchase the mince pies, mulled wine and soft drinks.

RS would provide pre-heated chafer pans for the mulled wine, a gazebo, 2 large refuse bins, plates, napkins and cups.

JS would compile the Christmas carols and songs, and agreed to forward the associated song sheets to RS for printing.

JC agreed to approach the Co-op store in Ancaster regarding the potential donation of raffle prizes.

The Committee agreed that each trustee would purchase a raffle prize(s) to a value of ~£10.

6, Any Other Business;

AN signed the Trustee Declaration.

To meet Health and Safety requirements for the SWWVH site, a lockable container with a first aid kit inside could be placed in the nearby defibrillator 'telephone' box. The topic would be discussed further at the next meeting.

The next meeting would be held on Thursday 21st November 2019 at 7pm at Carlton Scroop Village Hall.