

Sudbrook and West Willoughby Village Hall (SWWVH) Committee Meeting 22nd July 2021
Carlton Scroop Village Hall

Chairman's note:

Due to the Covid-19 pandemic and associated lockdown restrictions, this was the first formal meeting of the SWWVH Committee since 9th March 2020. During the intervening period, the Charity Commission's Covid guidance had been adhered to wherever feasible. This included using emails for the limited amount of routine VH business and the postponement of the AGMs that would normally have been held in June 2020 and 2021. In addition, the 'Big Lunch' event scheduled for 6th June 2020 had been cancelled.

1. Attendance

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

Guest: Rosemary Kaberry-Brown (RKB).

Apologies: Karen Barrett (KB), Rae Seng (RS). (JC agreed to act as Sec)

2. Rosemary Kaberry-Brown Birthday Event

JS welcomed **RKB** who wished to invite the residents of Sudbrook and West Willoughby to join her to celebrate her belated special birthday, to christen the new village marquee and to celebrate the coming out of lockdown. The proposed event would be held at the SWWVH site on 28th August 2021 from 1600 to 1900 hrs. The celebrations would include a hog roast, salad and scone tea generously provided by **RKB**. The Committee was delighted to approve the use of the site and agreed to prepare it accordingly.

RKB had also found a potential supply of tables and chairs which could possibly be used for SWWVH events. Committee members would consider potential storage options for this furniture if made available.

AN would arrange for a flyer/invitation to be distributed to each residential household with the next edition of the Around Ancaster magazine. RSVPs would be requested by 10th August 2021.

RS had already offered to provide catering support such as crockery, cutlery, napkins, warmers etc. Precise requirements would need to be determined once the likely numbers of guests had been determined.

Trestle tables would also be required for laying out food etc.

All available committee members would practice erecting and disassembling the new marquee at the VH site on 1st August 2021 from 1500 to 1700 hrs.

TW and available committee members would cover the grass at the marquee's planned location with a tarpaulin on 26th August 2021 (time TBD).

All available committee members would start preparing the site for the event at **14:00 hrs on 27th August 2021**, starting with the erection of the marquee.

TW would investigate the serviceability of his PA system for playing music and making any announcements during the event.

TW would also investigate whether he had any appropriate bunting for the event.

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

It was agreed that the minutes provided a good overall record of the meeting held on 9th March 2020.

Minutes and Newsletters would have previously been forwarded to the APC's secretary for posting onto the SWWVH's area of the APC's website. However, since the last meeting all of Lincolnshire's Parish Councils had been provided with a new standardized website. APC's new website did not include an area for SWWVH and hence the archive of its minutes and newsletters were no longer available for viewing online.

AN agreed to coordinate with the APC Secretary to determine whether the SWWVH Committee could be allocated an area on APC's new website.

4. AGM

As stated in the Chairman's Note above, an AGM should be held every June but those for June 2020 and 2021 had been postponed due to Covid-19 restrictions. Fourteen days' public notice should be given, and an appropriate advert should be placed in the parish magazine. Of the eight current trustees, the six present at the meeting were all willing to stand for re-election. The AGM would be held immediately prior to the next SWWVH meeting.

JS would contact **KB** and **RS** to determine whether they are willing to stand for re-election.

5. Area of Benefit

Formal consent had been received from the Charity Commission to change the charity's objects. Specifically, the Area of Benefit would change from 'the Parish of Ancaster' to 'Sudbrook and West Willoughby'. A resolution to go ahead with the process of changing the

Charity's objects was passed unanimously by the Committee which would be recorded on the Charity's official area within the Charity Commission's website.

6. Canvassing Sheet.

A canvassing sheet had been produced to elicit the residents' opinions concerning the future of the SWWVH site. It was deemed appropriate to distribute the sheet after the next AGM.

7. Overhanging Trees.

Overhanging trees along the eastern boundary of the VH site were restricting access for mowing and the area where grass was not growing due to lack of light was expanding. While the overhanging branches could be removed lawfully, the owner of the trees would have legal ownership of the wood removed.

JC agreed to co-ordinate with the owner, Mrs Parsons, to determine whether she would like to receive the removed wood or have it disposed of by the Committee.

8. Progress Reports.

NG reported that the financial returns to the Charity Commission were up to date and that the Charity's bank balance was £1853.74. From that, **TW** was to be reimbursed £138.20 for renewing the VH site's insurance policy and, following a decision at the previous meeting, a voluntary contribution of £16 was to be made to the Around Ancaster magazine.

AN agreed to obtain the bank account details for the Around Ancaster magazine.

9. Any Other Business

The rooted Christmas tree bought at the time of the Carol Singing event required planting, and a bench sourced by **TW** some time ago was still available for placing on the VH site. Appropriate locations for the tree and bench would be discussed at the next meeting.

10. Arrangements for AGM and Next Meeting

Due to forthcoming summer holidays and pre-planned absences in September, the AGM of the SWWVH Committee would be held at 7pm on 7th October 2021 at Carlton Scroop Village Hall. The next routine meeting of the SWWVH Committee would be held immediately afterwards.