

**Swainby Village Hall Management Meeting**  
**19.00 -21.15**  
**Monday 25 September 2017**

**Present:** Terry Andrews (Chair), Di Foster, Mike Foster, Paul Heritage, Jennifer Swales, Sue Lawton, Carol Cook, Janice Cole, Liz Walmsley.

**Apologies:** Glenys Elgie, Ruth Fraser

**Minutes of last meeting:** held on 14 August 2017 were read and approved.

**Chairman's comments:** Terry Andrews thanked the team for all their hard work especially on the Classic Car day. There was some discussion about ways in which the kitchen space could be better used. More discussion when Glenys Elgie is available. Licence for film, bar, alcohol currently being processed.

**Financial update:** Treasurer Ruth was not available for the meeting tonight. The current cash balance stands at around £40,000.

**Forthcoming Events:**

- **Race Night: Friday 29 September 2017:** Pies and peas are on order and will be served at table. Prizes needed for the Raffle which will be run by Di Foster. Set up room early afternoon on the day.
- **Antiques Fair** Sunday 12 November 2017
- **Xmas Coffee Morning** Saturday 16 December 2017
- **Burns Night** Saturday 27 January 2018
- **All to be posted in Church News**

**Works update:** Mike and Terry gave an update of refurbishment work which will start early October. Quotes are now coming in for doors & window frames – everything to meet planning conditions. Liz (who will involve Ruth) was asked to act as internal 'auditor' of build – to monitor spend and effective use of budget. Process to be agreed.

**Web Site:** Paul Heritage gave a demonstration of the new web site (see swainbyvillage.myfreesites.net). The management team thought the web site was an excellent start and thanked Paul for his creative work. **Action** – for the management team to review the new website and feed back to Paul asap: – spell check, facts, content etc. Team agreed that a new domain name should be purchased to ensure the site will be found by search engines.

**Film Night:** first film night on Friday 3 November. Film Club might be the way to go.

**AOB:** Management team to consider hosting a village notice board (now that Shop Notice board has gone). Location to be tested – suggest try in the Post Office Room

**Date of next meeting Monday 13 November 2017:** to include review of Fire Safety Procedures.

Chairman Signature: .....Date.....