

Swainby Village Hall Management Meeting
Minutes of meeting Monday 13 November 2017
7pm – 9pm

Present: Terry Andrews (Chair), Mike Foster, Di Foster, Jennifer Swales, Sue Lawton, Glenys Elgie, Ruth Fraser, Carol Cook, Janice Coles, Alan Pickering and Liz Walmsley

In attendance: Bod, John Rochester

- Apologies : Paul Heritage
- Minutes of last meeting held on 25 September 2017 (attached as emailed out 26 September 2017) – were approved
- Chairman’s introduction – no major issues and focus for tonight meeting is to review the building work with Bod and hear from John on his recommendation and quotation for oil heating. Suggest to Richard Llewellyn that he stands down from committee.
- Financial report Ruth Fraser confirmed by email a cash balance of £43,392.27

- **Oil heating discussion - John Rochester of Rochester Heating & Plumbing**

John talked through the unsuitability of Ground Source Heating: very inflexible and slow response for an intermittent user like Village Hall; our old hall wouldn’t have the level of insulation that makes this source efficient; controls are complex; would require a 500 litre water storage system to be kept bacteria free; costly installation (drilling etc). Much better suited to a new build and regular use.

In contrast – a ‘Grant’ oil boiler/combi boiler gives instant response, can zone areas for heating; fitting takes only days. Quote (not seen by committee) approx. £9000.

Mike and Terry mentioned that insulation would be necessary in any event and that we are looking for grants. Cost for loft insulation, wall insulation approx. £6k excluding plaster over skimming, painting and new skirting.

Whilst the oil proposal will need further scrutiny the management group felt that this would be the easier, cheaper and preferred route. The discussion went on to consider whether it might be sensible and financially feasible to include this in the current build works. John’s presentation was very informative and practical. Big thanks.

- **Update on building work from Bod**

Bod confirmed that building work was going well despite a tough job on replacing the roof. Everyone agreed that the new slate roof was well done and looked good. Windows and doors should be fitted by Xmas; guttering still to do – this done the remaining work is all ‘internal’ to the elements. Recommended (to avoid additional cost later) that we get a plumber on board ASAP to scope and design the exact fitting /pipework for toilet area. Work likely to pause around 16 December and recommence 3 January. Not sure how far

work will have progressed by 27 January (Burns night) – very tight to have working toilets by that date.

- **Actions arising:**

- Ask John Hutchinson to quote for supply and fitting of sanitary ware/ heaters and shower (what type???) and to clarify quotation for oil heating (i.e. does this include fitting of radiators as required).
- Need quotation for flooring
- Need quotation for lighting
- May look at reorganisation of kitchen but not a priority compared to toilets.
- **Need a cash flow from December through to March (when build complete) or lowest point in the year** if later– to include capital spend and running cost spend. (If we decide to include new oil heating we may need to borrow. Crowd funding from village to be considered). Action Ruth

- **Upcoming events & recent**

- Christmas Brunch & Coffee Morning 16 December : raffle, tombola, bric a brac cake stall etc etc. Christmas tree, hamper ie the full Monty! (Are Sue & Jennifer & Terry coordinating/?)
- Good feedback from first film night – 35 people attended and signed up as members (£4). Some sound a bit difficult. Bigger screen would be ideal. Alan Pickering to administer – our new village Film Producer!
Forthcoming film nights on second or first Friday of the month: 8 Dec (12 Years a Slave); 12 Jan; 9 Feb; 9 March; 6 April; 11 May. Proposal for Children's film matinee at Christmas to be discussed further. Terry to take Liz through costings.
- 27 January 2017 Burns Night – church hall to be provisionally booked in case building works are still in flow. To ask Ian to be toast master; Gill Cosimo to respond for the lassies; piper £80 tbc; Pianist either Julie or Mr Burn the man next door.
17 Dec Community Carol Service – lessons around the tree

- **Web site**

Paul Heritage emailed report: 'To date there have been over 200 visits to the site with a total of 65 in the last 30 days. We have a Bounce Rate of 0%, which means that of those people logging onto the site are all going through the pages not just looking at the home page and then logging off. 0% is quite an amazing result the normal Bounce Rate you would expect is 40%'.
Domain name has been purchased, search for www.swainbyvillagehall.com

- AOB Swainby & Potto calendars more to order Action Terry

Date next meeting Monday 15 or 22 January 2018 before the Burns supper