



## KIRKBYMOORSIDE TOWN COUNCIL

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### **Minutes of the Moorside Room Committee meeting held on 4 November 2024 at 2pm in the Moorside Room, 9 Church Street, Kirkbymoorside, YO62 6AZ.**

**Present:** Councillors and Committee Members C Bettany, C Dowie, and J Illingworth.

**MR001** Cllr Illingworth was **appointed** Chair.

**MR002** Apologies for absence were **received** from Cllr Shields.

**MR003** There were no Declarations of Interest in items on the agenda.

**MR004** Public Session – There were no members of the public present.

**MR005** Committee membership

- a. Expressions of interest in the non-councillor vacancies were **received**.

Pursuant to Minute 24093 of the Ordinary Meeting dated 21 October 2024, the clerk has contacted all the local groups who participated in the Community Celebration event to invite expressions of interest in the (four) non-councillor vacancies. To date one expression of interest has been received from Jackie Chipping, member of the Environment Group.

- b. The Committee **agreed** to elect Jackie Chipping as non-councillor member.

Taking into consideration the short timescale for expressions of interest to be submitted an extension was **agreed**. In the event that no further expressions of interest are received it was **agreed** to make recommendation to full Council to consider inviting applications to the remaining three non-councillor committee member vacancies from the wider community, to be publicised via the Town Council website, notice boards and social media accounts.

**MR006** Energy Efficiency

- a. Information on the latest advice from Historic England on 'Adapting Historic Buildings for Energy and Carbon Efficiency' was **received**.
- b. Information on options available for alternative heating systems and insulation of the building was **received** from Cllrs Dowie and Cllr Bettany respectively, pursuant to Minute 240246a.

#### **Window Insulation**

The two windows to the front of the property, on Church Street, are the original single glazed, multi-paned windows. The remaining windows, to the side and rear, are double glazed having been installed at the time of refurbishment in 2013.

There is a small casement window, top and centre of each multi-paned window unit, which is operated via a pull cord. On 3 of the windows, this mechanism is faulty and the window is stuck open.

Action: windows that are currently jammed open to be closed to retain heat – this may need a contractor to assist. NOTE: suggest that one of the opening windows on the side or back doubled glazed set of windows is fitted with a remote opening/closing device to prevent this issue in future.

Cllr Bettany provided information pursuant to a meeting and quotations received from Proline:

1. Replace all windows with new double glazed (the two single glazed window at the front would be in wood to the exact same design as the existing) - £13,544.40 incl VAT
2. Replace the two single glazed window in wood to the exact same design as the existing but double glazed - £6,290.40 incl VAT
3. Fit secondary glazing to the two front windows - approx. £2,196 inc. vat (quote of £5490 for all 5 windows)

The committee considered option 3 preferable, as the most cost-effective option and the character of the original windows will be retained. Determination will be made by full Council upon consideration of recommendations at the next appropriate meeting.

#### **Alternative heating systems**

**Air Source Heating** Consider air to air heating or air to water (for underfloor heating). This might not be feasible due to the property being in a conservation area.

**Solar Panels (with storage battery)** South facing roof ideal for solar.

**Underfloor heating** The tiled floor is the coldest part of the room, making it unsuitable for yoga or floor-based activities. The tiles are cracked and the grout dirty and missing in places. Underfloor heating can be laid on top of the tiles and then topped with laminate or other flooring (suitable for underfloor heating). Note - this would mean a small lip or step at the entrance, and necessitate adjusting the height of the doors.

Quotes to be obtained for consideration by full Council at the next appropriate meeting.

- c. There was no information available in respect of funding opportunities available to cover the associated costs. Committee members agreed to investigate funding opportunities to be considered by full Council at the next appropriate meeting with the recommendation to apply for grant funding to cover the costs of improvements.

- d. The following actions were agreed:

Quotations to be sought for costing of each proposed option to be considered by full council as the cost will be in excess of the Committee budget. Investigate planning restrictions associated with Conservation Area.

#### **MR007 Housekeeping**

- a. Snag list of remedial repairs needed:
  - Cover on electrical supply to the radiator in the entrance area loose (high priority)
  - Mould growing on the bottom of the wall to left side of entrance door from inside
  - # 3 top windows not closing
  - Door to store cupboard difficult to open. The door needs to be adjusted and the addition of a handle.

- Door to main room from foyer not opening fully when pulled back towards the entrance (Note: if underfloor heating is installed, doors will need altering, so maybe leave this for now)
  - Floor tiles need regrouting – necessity depending on any agreed works to the floor
  - Paint around inside of door to main hall badly chipped
  - Installation of shelves and hooks in the storage room
  - Paint on back wall scuffed by chairs
  - Holes in cover on #2 speakers
  - One cupboard door not closing
  - Deep clean needed
- b. A schedule for regular maintenance and cleaning was considered. It will be necessary to see a list of existing regular maintenance in order to propose future regular maintenance.

The committee **agreed** to make recommendation to full Council to consider the cost of remedial repairs identified and the appointment of a cleaner to attend the Moorside Room after each booking.

#### **MR008** Management and Promotion

- a. The regular and scheduled bookings were **reviewed**.

It was noted that currently the running costs are in excess of receipts from bookings, which needs urgently to be addressed through promotion of hire of the Room.

Rates of hire currently at £15 per hour for commercial use and £10.50 for Local Community Groups and Charities. Recommendation that the hire rates for the Library, the Moorside Club and the Memorial Hall be compared and consider adjusting the Moorside Room hire charges accordingly, for parity.

It was noted that John Stockton Education Foundation had been charged £15 and it was not clear if the reduced rate of £10.50 for local groups/charities had been applied.

It was noted that not all known usages of the Room were recorded (the list may not be up to date). Recommendation that all usages are logged with the duration of hire even where there is agreement for it to be offered free of charge (e.g. 10k race day). List of bookings to be shared with the Committee. Dates of usage and for what purpose (e.g. 'Repair Café') to be recorded for better analysis of usage.

The charge of 25% of sales for commercial usage and £80 a day for an exhibition was discussed. The charge of 25% of sales for commercial usage was considered to be unfair and off putting to commercial users and it was recommended that the normal hourly (not discounted) rate be charged. It was recommended that exhibitions that last a few days (and hence the room is unavailable for additional hire) should continue to be charged at £80 a day. However, single or part day exhibitions to be charged at the hourly rate.

It was recommended that the room booking form be altered so that it can be filled in online.

- b. Participation in the Leeds Art Gallery Loan Scheme (12 month contract charged at £35 per month) was **considered**.

Cllr Dowie outlined the scheme and felt that having inspirational artwork on the walls would be good for the community. She suggested that if there was a choice of artworks, these could be in line with the works of any artists currently being studied by local schools. It was also suggested that artwork by local children (and adults) could be included in the display to

complement the artwork on hire. Cllr Dowie agreed to investigate further in terms of timescales, costs, insurance and security requirements. Further information will be made available for consideration by full Council at the next appropriate meeting.

- c. Promotion of the venue and the target audience was **considered**. It was agreed that the target audience is the whole population of Kirkbymoorside and surrounding areas, and that events for children and young people are equally important (and much needed) in addition to events for adults.

Due to the current issue of the cold floor, the Room is possible unsuitable for floor-based activities like yoga.

The following suggestions for activities (submitted by Cllr Moffat in advance of the meeting) were discussed:

Usage could be split into 4 groups:

1. Private Hire charged at standard room fees e.g.
  - Birthday parties
  - Family celebration events
  - Funeral teas
  - Art and craft sales
  - History exhibition
  - Open mic nights
  - Meetings/small conferences
2. Council arranged events run by others – Hire charge applicable + Entry Charged e.g.
  - Art classes
  - Small scale concerts / music evenings
  - Cheese and wine tasting event
  - Children’s safe play
  - History talk
  - IT Club
  - Youth Club\*
3. Council arranged and run events – Entry Charged e.g.
  - Monthly / quarterly Film Night
  - Monthly / quarterly Quiz Night
  - Fortnightly board / table-top game club
4. Council or local charity/organisation arranged and run events – Free Entry e.g.
  - Repair Café
  - 10k First aid post
  - ‘Made in Kirkby’ Exhibition
  - Youth Club\*

\* Funding may be available

The above suggestions to be put to the full Council at the next appropriate meeting to consider suitability/desirability/feasibility and who to approach to invite participation in the respective activities.

The committee suggested that the planned events for 2025 are publicised in a printed programme/advertisement for hire and the year is started off with a free open event (tea/coffee, cakes etc) where visitors can see the room and ask questions about hire.

Cllr Dowie proposed to invite visitors to the venue to make suggestions of what events they would like to see held in The Moorside Room.

General publicity via the Moorsider, Facebook, leaflets in the library and shops, free magazine entries, local paper.

**MR009** Continued support of the 10k event by offering use of The Moorside Room as the First Aid base for the annual 10k event was **agreed** at no cost.

**MR010** Installation of a Christmas tree bracket, costing £25, on the exterior wall above the entrance (installation costs tbc) was **agreed**.

**MR011** There were no Questions to the Chair

**MR012** The date of the next meeting on 9 December was **agreed**, time to be confirmed according to committee member availability.

The meeting concluded at 3.45pm