

**Kirkby Malzeard Mechanics' Institute Village Hall
Trustees Meeting 9th March 2022**

Minutes

Present: Committee John Collins (JC), Mike Smith (MS), Bryan Pool (BP), Ric Hill (RH), Pam Collins (PC), Gerry Mass (GM), Malcolm Constantine (MC), Mary Crawshaw-Ralli (MCR) (minutes), Janice Attwood (JA)

Apologies: Anne Hill (AH), Jane Johnson (JJ), Paul Cookson (PC)

Also present - M Tattersall (MT)

1. Minutes of the Meeting 7th February 2022 – Accepted as a true record
Proposed MC, Seconded BP.

2. Matters Arising from the Minutes:

- Office Refurbishment – Still needs painting – agreement to re-paint with matching paint and to purchase carpet tiles to match those in the reading room (Cost of £120).
Action - MC and PR leading on this.
Office needs a printer – discussion about types and costings.
Action - JC to take this forward.
- Wi-Fi - Thanks to RH for installing mesh system. Discussion about a Wi-Fi password and concerns raised about lack of access restrictions. RH explained that this is not possible to have at the MI. Particular concerns then about the possible impact on children at the Youth Club –
Action – PC Parents to be informed about lack of Wi-Fi restrictions at MI and advised that the installation of restrictions needs to be on the individual's device and as such a parental responsibility.
- Coffee Lounge update – Card reader machine has been installed. The coffee room opened to the public last Monday. Some discussion took place regarding the use of the room by groups who have booked the hall and whether they should use the coffee room or the kitchen. Youth Club has requested to use the Coffee Room during their usual session to allow a separate area for teenagers. This was approved on a trial basis. Practical issues emerged as to the time it takes to queue up to use the coffee machine and that this is impractical. General feeling was that groups should be paying for use of the hall and kitchen and the coffee room should be separate. Groups who do not pay for the hire of the hall, but takings go back to the MI (e.g. table tennis) should also be allowed to use the kitchen. This initiated further discussion about Health and safety / hygiene issues and the responsibility of cleaning up properly after groups was discussed. Recent Health & Hygiene Training had highlighted potential problems with allowing open access to the kitchen and the

responsibility / liability of drinks and food preparation / kitchen cleaning options.

Actions – GM to speak to Nigel Robertshaw (who ran the Health & Hygiene Training) for advice and will feed back at next meeting. May need to review cleaner's role and job description.

PC to liaise with Youth Club to set up trial use of Coffee Room for Youth Club as agreed and will feedback to Committee when this has been arranged.

JJ – Jane to be asked to find out how other village halls manage the issues around kitchen access and H&H.

- Village (KM and Laverton) Resilience Plan / Emergency Rest Centre – Further update from JC (for information only). Committee has been formed - Pippa Manson (PM)(Councillor) from the Parish Council is Chair of the group and JC is Deputy. First meeting has occurred, and existing plan (from 2019) is being revised. MH is going to be the centre for the village hub and there is ongoing discussion about the need for a generator and identifying vulnerable people in the villages.
- Equipment Storage – There was discussion about document storage, the historical way this was managed and the need for a new system going forward. There was a suggestion of utilising some space under the floor for archive storage.
Table Tennis group has asked for storage for TT tables. JC outlined a provisional plan to alter Annexe to be split and have separate area for 'reading/meeting etc & one for storage.
An inventory needs to be done and all electrical items need to have up to date safety checks – electrician Simon Merrin has previously done these.
Action – JA and MC to arrange inventory and checks.
- Snooker & Billiards Room lights – being installed this week
- Blinds in the Hall – MC and PR have sorted the problem out.
- Updated Constitution – The transfer to a digital format has been completed – (incorporates 1852/2002 amendments). Document needs reading through and spell checking. The intention is still for the Committee to look at options on how to word the new document, hopefully with the help of Yorkshire First and then get the proposals checked by a solicitor prior to seeking formal approval by the membership. JC asked for volunteers for a steering group for this constitution review work – BP considering this.

3. Correspondence:

Non.

JC highlighted the courses that Yorkshire 1st run and encouraged people to look at the website and go if interested.

4. **Bookings:** JJ not present. **PC** ran through upcoming regular events and secured volunteers for the events for next month. **MCR** – asked if an ongoing spreadsheet for organising volunteers for regular events might be helpful going forward. There was some discussion about the different types of bookings (External groups (WI / Pilates) and groups under the wider umbrella of the MI (Table tennis). **JC** highlighted that this linked not only to the constitution discussion but also the Treasurers Report in terms of different income generation for the MI.

There was a discussion about the main future events. Listed further down in 'events' section.

JC – requested a new notice board to display the booking timetable. Plan to eventually try and move booking (and possibly payments) online.

Action - JA to investigate various online booking systems and report back to next meeting.

MT – raised issue about room booking changes and heating – heating had been switched on in coffee room and then venue of com meeting was changed to reading room. Committee will attempt to give more warning of future changes.

5. **Treasurers Report:** **BP** circulated summary of Income and Expenses for February 2022. and talked the Committee through the key items of income and expenditure. Although we are currently in a deficit for the year due to expenditure on the new coffee room (including equipment), funds remain healthy due to the surplus from last year. **BP** to email copy to **MCR** for inclusion in minutes.

Issue of increasing heating costs were discussed. Difficult to assess future needs and costs going forward as last 2 years usage of the hall was impacted by pandemic and there has not been a recent oil order to see current prices. This situation will have to be monitored. There is also an impending energy survey that will be reported to the committee. This links into discussions about grants / solar panels / future costs & funding. Invoices – currently 30 days - **BP** has asked **JJ** to reduce reduced this to 14 days and this was agreed by the committee.

Action - BP to ask JJ (as above)

6. **Events:**

Crocus Walk – For information. From Highside Playing Fields – 20/03/22

Easter Disco – Sat 16th April - Families (6-8pm) and then adult event 8.30 -11.30.

Village Jubilee Celebrations – Pippa leading organisation overall. MI – Music Night on Friday (? Jubilee themed). Sunday – MI is a venue for street parties if raining.

Autumn event planning – **JA** organising some possible theatre performances with the Bad Apple Theatre Company. Potential dates and costings discussed. Event 1 - The Marvellous, Mystical, Musical Box Dec 4th, 15th or 29th 2022 – 4th suggested. Event 2 Eddie and the Gold Tops 25-30th April 2023 – 29th suggested. **JA** to go back to Bad Apple with dates and re-negotiate costs based on previous arrangements.

PC reported Brunch event and Tabletop sale also in the pipeline.

JA – asked about offering a digital training event (IT Café). Committee thought this was a good idea. She will look into it and report back to next meeting.

7. Trustee Roles

Discussion about various repetitive roles that need to be done to enable the MI to function and currently done, overall, by the same people. Would be good to share these out a bit more with the Trustees and volunteers. After much discussion about various jobs that need to be covered MCR suggested that the more experienced committee members and trustees form a working group to outline all these tasks and perhaps group them into areas (e.g. maintenance, bookings, events, marketing, leafleting, organising volunteers, duty manager, data collection). This would give others an opportunity of understanding what was involved and help them agree to take over some of these, either on a regular or occasional basis. This was agreed.

Action - JC, PC, GM & JA agreed to form this working group.

Deputy Manager cover

JC asked for holiday arrangements and volunteers to cover his upcoming holidays.

There was discussion about how the duty manager would be contacted; this included routine and emergency situations and use of the MI telephone voicemail. It was agreed that an updated notice was needed. This would be displayed on the building with MI routine and emergency contact number and arrangements on it.

Action – all CM and trustees to please email JC with holidays and offers of cover over the next few months. JC to work out a cover rota.

JC – to review MI contact arrangement information notice.

8. Any Other Business:

Gas bottle in the kitchen -? due a gas safety check

Action – MC will investigate this.

9. Date of Next Meeting: Saturday 9 April 10am.