

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 19th April 2022**

Minutes

Present:

Committee John Collins (JC) - Chair,
Paul Cookson (Pck), Malcolm Constantine (MC) - Maintenance Co-ords,
Mary Crawshaw-Ralli (MCR) - Secretary,
Jane Johnson (JJ) – Bookings,
Pam Collins (PC) - Events
Mike Smith (MS), Ric Hill (RH), Gerry Mass (GM), Janice Attwood (JA), Anni Hill (AH),

Apologies: M Tattersall (MT), Bryan Poole (BP) Treasurer, J Tattersall.

Also present –

1. **Minutes of the Meeting 9th March 2022** – Accepted as a true record
Proposed **MC**, Seconded **MS**.
2. **Matters Arising from the Minutes:**
 - Office Refurbishment –
All up and running. Thank you to those that contributed to the refurbishment. Discussion about getting rid of old furniture and to put filing cabinets into the office. This would free up space to create proper store cupboard. Shelves were also discussed. Agreed to pick this up at a future meeting.
Discussion about purchasing a printer. Needs to be A3 compatible and although more expensive upfront one with an ink reservoir will be more economic in the long run with high volume printing.
Committee also discussed purchasing a shredder for the office
Both purchases agreed unanimously.
Action – **JC or Pck** to source both items
 - Coffee Lounge and kitchen access update –
JC led Congratulations to all who recently undertook their Health & Hygiene training.
Further 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. **MC** reported an incident with the coffee machine and the water being turned off.
Action – **Plan to ask Mac** to check water feed and stock levels each day during the week.

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. **GM** fed back Nigel Robertshaw's thoughts.

JJ reported that other local village Halls that served coffee were staffed. May need to review cleaner's role and job description – point for discussion at next meeting.

Action – Plan to lock the kitchen door (open for groups who have booked it). Will need 2-3 weeks' notice. **PCK** to take this forward.

- Village (KM and Laverton) Resilience Plan / Emergency Rest Centre – **JC** said there had been no new updates.
- Equipment Storage – Inventory yet 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 – there have been issues. **MC** reported that Companies involved are rectifying this. Members have had a meeting about this issue. They have now been informed that the issue with the lights is being addressed.
- Updated Constitution / Trustee Roles
JC organising a Constitution sub-group to look into this and bring back to committee in due course. Spread sheet under construction.

3. Maintenance Issues:

Gas bottles in the kitchen running very low – need to arrange regular checking and ordering system – new supplier sourced (Sure Gas)

Action – **JC** will speak to **Mac (caretaker)** about a regular check

Ceiling stains – **JC** asked **MC** to have a look and action as needed/ report back at next meeting

4. Correspondence:

Letter from PE Johnson re minutes and accounts – complaint pointing out that recent minutes and accounts have not been displayed on a notice board as previously agreed. This was discussed and it highlighted the lack of notice board space to do this.

Action – **MCR** – will create folders for copies of committee meeting minutes and accounts. They will be placed in drawer in the coffee room.

Notice on notice board will explain this. Letter will be sent to PE Johnson to inform him of this action.

This item also highlighted the need for a secure letter box for the MI.

Action – **MC** will source a padlock for the existing letterbox. Any trustees will put all correspondence they receive in it.

5. **Bookings: JJ and PC** ran through upcoming regular events and secured volunteers for the events for next month/s.

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

Action - Agreed that a regular booking monthly list should be displayed on one of the notice boards.

Plan to eventually try and move booking (and possibly payments) online revisited. **JA** reported there were various online systems for booking and payment e.g. Eventbrite – probably costs involved, other possibility is using Facebook for bookings, but not payment. No decision was made at this point.

6. **Treasurers Report: JA** (covering for BP) circulated summary of Income and Expenses for March 2022. and talked the Committee through the key items of income and expenditure.

Easter disco raised £270

Request from **JA** to let Treasurer know when Bar stock is used for raffle prizes so this can be accounted for.

7. **Events:**

Village Jubilee Celebrations – MI Events have now been agreed. Jubilee Music event Friday 3rd June. Quiz now 4th June which replaces usual end of May quiz.

Bad Apple Theatre Company **JA** confirmed bookings.

December 4th The Marvellous, Mystical, Musical and Eddie and the Gold Tops April 29th 2023

Digital training event (IT Café) – **JJ** reported this was very poorly attended

Future event ideas –

PC outlined some Disco type events – 23rd July and 3rd September dates discussed.

There was some discussion about getting permanent equipment for these sort of events

Action - **JC** to look into this and report back to next meeting.

8. **Trustee Roles**

JC arranging a meeting for this with **PC, GM & JA** agreed to form this working group.

9. **Any Other Business:**

Fire safety discussed

Need to have up to date fire safety check.

Head count for people attending events – just numbers in the building rather than names. Make a fire safety announcement before events highlighting the evacuation plan and muster point in the event of a fire

Building security

Better security discussed as with coffee room more people are entering the MI. Need to lock the main hall and remind the Snooker members to lock the room after use as this is not always happening.

Action – ask Mac to initiate this

Highside Midsummer Ball

JJ – outlined this event - 25th June £60 a ticket

Alcohol Licence

A new sponsor is needed for this – **unanimously agreed** to ask Rocky/Sue from the Queens Head about this.

Clive Robson

Has asked to re-join as a Trustee – this was **unanimously agreed**

WI event

Friday 16th September - WI have booked the hall and a bar for event Ed Balls is coming to speak. Will be a ticket event with half profits going to the KMWI and half to a charity of Ed's choice. **There was unanimous** support for this event and numerous offers to run the bar.

Action – MCR to update WI secretary of bar approval and maximum numbers for the hall.

10. **Date of Next Meeting: 7pm Monday 16th May.**