

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 16th May 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,
Janice Attwood (JA) – deputising Treasurer
Gerry Mass (GM), Anni Hill (AH),

Apologies: Mike Smith, Pam Collins, M Tattersall,
Bryan Poole (BP) Treasurer, J Tattersall.

1. **Minutes of the Meeting 19th 2022** – Accepted as a true record
Proposed **GM**, Seconded **JJ**.

2. **Matters Arising from the Minutes:**
 - Office Refurbishment –
JC reminded everyone of the MI telephone number (01765 650402) and how to access answerphone messages.
Printer has been purchased and is being delivered tomorrow – Epson inject printer (£260)
Shredder yet to be purchased – purchase has previously agreed unanimously.
Action – **JA** agreed to investigate purchase of shredder

 - Coffee Lounge and kitchen access update –
Further discussion took place regarding the use of these rooms by groups who have booked the hall and whether they should use the coffee room or the kitchen and the previous plan to lock the kitchen door (open for groups who have booked it). It was agreed to delay any further decisions and actions about use of the kitchen until the bigger constitutional issues, currently under discussion are resolved as future rule changes may have an impact. It was felt that doing this would prevent further changes and confusion in the future.

Still need to speak to Mac about the water feed for the coffee machine
Action – **Pck to ask Mac** to check water feed and stock levels each day during the week.

 - Equipment Storage – Inventory yet to be done and all electrical items need to have up to date safety checks. JC highlighted the need to

distinguish between consumable and capital items. We are also waiting for report from electrician Simon Merrin about building electrical assessment.

Action – JA and MC to arrange inventory and checks. Will start with last known PAT test list. Will also approach Simon Merrin about the report.

There was further discussion about equipment for Music nights **JC** has costed out a suitable Amp with dual (mic and guitar) input (approx. £100). This was unanimously agreed. There was further discussion about a Bluetooth speaker for the Coffee Room.

Action - JC to purchase amp and get costing for speaker

- Snooker & Billiards Room – **MC** informed the Committee that the new lights coming 17th May. They are apparently Club standard. **MC** also informed the Committee that the Snooker Members were organising a meeting as there hadn't been a Snooker committee meeting since Sept 2019. This would be made up of the three team captains and the Treasurer (currently Andy Hardcastle)

- 3. **Village (KM and Laverton) Resilience Plan / Emergency Rest Centre**
JC said there had been no new updates but there were several unresolved issues around current equipment and previous discussion about an emergency generator.

- 4. **Constitution sub-group (encompassing Trustee Roles)**
First meeting has taken place (**JC, GM, Pck, MC**). Tasks have been generated and allocated including discussion about day to day running issues and the Charity Commission (CC) accepting the updated 2002 constitution (apparently, we have a paper copy of it's approval but due to an IT issues the CC may no longer have a record so there might be issues with getting it ratified).
Actions - JC is having conversations and getting advice from Andy Ryland from Action with Communities in Rural England (ACRE) about the process and is also liaising with the CC.

- 5. **Maintenance Issues:**
Ceiling stains – **JC** reported that he has been informed by the builders who repaired the roof that the whole ridge was repaired/replaced so not an issue. Apparently staining is old so ok.
Plug on the stage for the Wi-Fi router - **Pck/MC** reported that was being changed to one that could not be accidentally turned off.

- 6. **Correspondence:**
Letter from PE Johnson - **JC** updated the committee of the response.
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 has been sent to PE Johnson to inform him of this action.

MCR's letter also highlighted the need for all correspondence to go to this letterbox and for all emails to go to the mechanic's generic email address. **MC** reported that a padlock has been placed on the letterbox and the key is in the key safe in the office.

Discussion about the use of MI windows or notice boards for personal letters and notices after there was an informal request to do this. The committee agreed that the MI notice boards, or windows were not for individual letters or notices.

Electricity Bill had been received and passed to **JA for payment** (in her dept Treasurer role). This initiated some discussion about future power needs for the hall and the possibility of solar / green options. It was agreed that this should be revisited at a future meeting. The use of low energy bulbs was also discussed, and **MC** explained that existing bulbs were being changed to low energy alternatives as they needed to be replaced.

7. **Treasurers Report: JA** (covering for BP) circulated summary of Income and Expenses for April 2022. and talked the Committee through the key items of income and expenditure. Generally, it was a positive financial picture.

Discussion about half opened wine left over from events and it was agreed that those running the bar need to inform the treasurer when this occurs so it can be accounted for. The discussion also covered the need for some standardisation of measures at the bar and it was agreed to order some bar measures. Also, everyone was reminded that those running the bar should cash up the bar at the end of the evening rather than leaving this to the treasurer.

Action – JC to order drinks measures for the bar. Corkage to be taken off bar price list as agreed that BYO should be discouraged.

8. **Bookings: JJ and JA** ran through upcoming regular bookings and events. Volunteers were secured for upcoming events. There was a discussion about the main future events. Listed further down in 'events' section.

Pilates hoping to now open to anyone for bookings as the class has places. There was discussion about promoting this on the MI Facebook page but that the Pilates teacher would have to manage the bookings themselves.

9. **Events:**

Village Jubilee Celebrations

Next meeting for Jubilee Celebrations – this Saturday (21st)

- MI Jubilee Music event Friday 3rd June – will be a voluntary entry contribution with proceeds from this going to a Ukraine Support Charity, & Saturday 4th June Jubilee themed Quiz which replaces

usual end of May quiz. Usual charges will apply. Need donations for a hamper prize.

June Quiz Night is cancelled. Also, no Quiz Nights planned for July and August

Music Night on September 2nd cancelled as it clashes with the Village Flower and Produce Show booking and **moved to the 9th**

Bad Apple Theatre Company

JA went over the dates of the bookings.

(December 4th The Marvellous, Mystical, Musical and Eddie and the Gold Tops April 29th 2023) about stressed the need to get organised Sept/Oct time with ticket sales for the pre-Christmas event.

Digital training event (IT Café) – **JJ** reported that this is going to take a new approach and they will come on a regular basis before the Tuesday bi-monthly lunch-club.

Family Disco 16th July – date changed at **AH** request as it was felt that the next weekend families would already be going away for holidays and it might impact attendance.

Action - AH to find out about options for a DJ - Craig Michael suggested possibly using Charlie's equipment.

Concert for Ukraine – 10th June – Hall booking

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.

10. Any Other Business:

Volunteers paying at events – There has been some confusion about this at recent events. **JC** proposed that those who 'service' an event do not pay, and those who participate even if volunteering at the event, e.g. doing the quiz, should pay the usual entry fee. This was unanimously agreed.

Alcohol Licence

Rocky/Sue from the Queens Head to do this – awaiting completion of the paperwork

11. Date of Next Meeting: 7pm Monday 6th June