

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 6<sup>th</sup> June 2022**

**Minutes**

**Present:**

**Committee**

Gerry Mass (GM) Acting Chair & Events  
Paul Cookson (PCK), Malcolm Constantine (MC) - Maintenance Co-ords,  
Bryan Poole (BP) Treasurer  
Mary Crawshaw-Ralli (MCR) - Secretary,  
Jane Johnson (JJ) – Bookings,  
Janice Attwood (JA) - Events  
Mike Smith (MS)

**Apologies:**

John Collins (JC) - Chair, Pam Collins (PC), Anni Hill (AH), Rik Hill (RH), M Tattersall (Mac) Caretaker, J Tattersall (JT)

1. **Minutes of the Meeting 16<sup>th</sup> May 2022** – Accepted as a true record Proposed **MC**, Seconded **JJ**.

2. **Matters Arising from Minutes:**

- Office Refurbishment –  
**Purchase of a shredder** - **JA** presented the different options and it was agreed to purchase a Fellowes shredder approx. for £80  
**Action – JA** to purchase it
- Coffee Lounge –  
**PCK still to ask Mac** to check water feed and stock levels each day during the week and has been doing this himself. He will show **MC** what needs to be done and ask him to cover this when he is away and will also speak to Mac at some point to take this job over.

Discussion about the coffee room opening – PCK reports that the usage is gradually increasing but may need some further promotion. Committee agreed going forward it would be open 7 days/week 9-5.

**Action – GM** to speak to **Mac** about cover to facilitate this.

**JA** – informed the committee that some people had reported issues using the coffee machine and card reader.

**Action - MC** will review the current instructions and create a pictorial guide to help.

**JA** – requested that the current A frame notice board that sits outside the MI be re-furbished. She thinks it needs some new laminate on it so paper notices can be displayed without the need for them individually being laminated. This was agreed by the committee.

**Action – MC** to source laminate sheets

**JC** to get costing for wall mounted Bluetooth speaker. **MC** to consider socket access. No update on this as JC not at the meeting

**Action – will be rolled over to the next meeting JC is present at.**

- Equipment & Storage –  
**JA and MC** doing inventory and checks.  
**Action** – Still a work in progress, currently looking at last known PAT test list and the Simon Merrin report.

- Bar/Drinks issues –  
**Drinks measures** for the bar revisited. No wine (175/250ml) measure has been purchased yet. Decision made to investigate the cost of glasses with measures etched on them. It was felt that this would be a better option and would also address the issue of mismatched glasses.  
**Action** – **JJ** will get costing for replacement glasses as outlined.

**Corkage** also revisited - people are bringing in their own drinks so this needs to stay but is currently self-regulated so corkage is not always applied and collected.

**Price for wine** used for the raffle needs to be agreed so it can be accurately recorded in the accounts.

**Action BP & JA** will discuss and agree this.

- Snooker & Billiards Room & Committee  
New lights installed and **MC** reported the Snooker members are happy with them. He also reported that a snooker members committee meeting is in the pipeline for the end of August. (Complete)
- Letter from PE Johnson  
**MCR** – highlighted the new system for displaying copies of committee meeting minutes and agreed accounts. (Now placed in drawer in the coffee room and new notice on notice board explains this). (Complete)
- Regular booking  
**JJ** has put a list of monthly bookings on display on the outside notice board. (Complete)
- Permanent equipment for music events –  
**Previous Action** - **JC** to purchase amp and get costing for blue tooth speaker for coffee room. No update on this as **JC** not at the meeting so **will be rolled over to the next meeting JC is present at.**
- New Premises licence – **This has been updated and is now displayed on the MI notice board** (Complete)

### 3. Village (KM and Laverton) Resilience Plan / Emergency Rest Centre

No update on this as **JC** was not at the meeting

### 4. Constitution sub-group (encompassing Trustee Roles)

**GM** updated the committee – many of the initial issues have been discussed such as membership / costs further work is now underway to look at the details. They will report back at the next meeting.

See also discussion under correspondence and an offer of help.

### 5. Maintenance Issues:

Current issues have all been resolved for the present.

### 6. Correspondence:

Email from Parish Council (PC) representation on MI Committee.

PC have nominated Cllr Geoffrey Berry (GB). This was discussed. There has historically been a person who has sat on both groups, although this could be useful it was not thought to be a necessity. It was not clear if the PC had wanted to have a voice on the MI committee or whether this had been offered.

Offer of help with Constitution sub-group work - Cllr Geoffrey Berry has been in correspondence with **JC** offering help with the Constitution sub-group – after discussion it was felt that at present there are enough people involved with this work.

**Action on both points – GM** to contact Pippa Manson (PC Chair) and discuss PC rep on MI committee with and will feedback to the next meeting. She will also thank GB for his offer of help with constitution sub-committee and say we will be back in touch should we need further assistance.

Email from Dan Francis

**Action - JC** not at the meeting so will be rolled over to the next meeting JC is present at.

Food share/reduce food waste – Email from PC after this was discussed at their meeting. Suggestion was that Mechs' might be a good place for a cupboard/ table for this. Rebecca Mann is the person leading this. Generally thought to be a good idea but the committee had some questions regarding need/organisation etc.

**Action – GM** will email Rebecca Mann about the idea and possibly ask her to come to a future meeting to explain the idea.

Letter from David Fielder – Email sent to the MI via **BP** in relation to Mr Fielder's rejected planning application for the Henry Jenkins. His email was requesting a long list of information about the use of the MI. This was discussed and the committee agreed that this information was already in the public domain so we would direct him to it. The need for the MI not to be seen to be getting involved and to remain neutral in this dispute was stressed.

**Action – BP** to respond to David Fielder and direct him to the existing booking list. BP to also provide the MI generic email address for any future correspondence.

## 7. Treasurers Report:

**BP** circulated summary of Income and Expenses for May 2022 and talked the Committee through the key items of income and expenditure. Generally, it was a positive financial picture overall although there had been significant expenditure during the month which included the snooker lights, printer, repair bills and bar restocking. The jubilee events had generated a healthy income from the bar takings.

**BP** informed the committee that there is a significant amount of capital in the MI accounts (fund for repairs) the type of account the money sits in has very poor rates of interest. Unanimously agreed to move to a better interest paying account.

**Action – BP** to assess options and move money into a better paying account.

Music night raised £270 for Ukraine appeal – Unanimously agreed to donate this to the DEC Ukraine Humanitarian Appeal Fund.

**Action - BP to do this.**

## 8. Bookings:

**JJ and JA** ran through upcoming regular bookings and events. Volunteers are secured for upcoming events and no significant regular events now until the end of the summer so volunteers for events can be reviewed at the next couple of meetings.

**JJ** reported Wensleydale cheese had made a booking for a training event – 23<sup>rd</sup> & 24<sup>th</sup> June

## 9. Events: JA and GM

Next Quiz Night September 30th

Next Music Night on September 9th

Bad Apple Theatre Company

Need to get organised for this event in Sept/Oct time with ticket sales for the pre-Christmas event.

Family Disco 16<sup>th</sup> July –

**Action - AH** to find out about options for a DJ - Craig Michael suggested possibly using Charlie's equipment. AH not present to provide an update. Will Andrew discussed as a possible DJ for this event. A possible 'Back to School' event in September will be considered after this event.

**Actions – GM** to contact Will Andrew. **JA** to speak to **AH** for update.

Concert for Ukraine – 10th June – Hall booked

WI event - Friday 16th September Ed Balls - Nil to discuss

## 10. Any Other Business:

Chip and pin device for payments – numerous requests over the Jubilee celebrations to pay by this method. **JA** said **JC** has done a lot of investigating into this. **JC** was not present at this meeting.

**Action – BP** also offered to also investigate options and then both can feedback to next meeting and a decision can finally be made.

Shelf for storeroom – **JC** had asked **PCK** about options.

**Action – PCK** will speak to **JC** on his return

Office pedestal drawers There is a set in the office that appear to belong to the Youth Club. No key and Youth Club don't know about it.

**Action - MC** to try and source key from barrel number.

Locking doors - Office / key cupboard / snooker room

It was noted that various doors and cupboards are not always locked. Everyone was reminded to pay extra attention to this.

**Action – MC** to do notice for Snooker room door.

Membership cards

There have been some payments, and no one was sure of who is currently providing membership cards since the annual renewal event.

**Action – JA** has kindly offered to take on this role.

Offer of PC / MI Laptop

**RH** has been offer a 2<sup>nd</sup> hand PC for the office. Will need to be 'cleaned' and possibly have updated operating systems installed. It will also need a monitor so that would need to be purchased as well.

There is also a MI laptop for possible use in the office, **BP** currently has it.

**RH** not at the meeting to discuss.

**Action – request update from RH** about the PC. **BP** to check current laptop software. Discuss options at next meeting.

## 11. Date of Next Meeting: 7pm Monday 4<sup>th</sup> July