

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 4th July 2022**

Minutes

Present:

Committee

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

Apologies:

John Collins (JC) - Chair, Pam Collins (PC), Anni Hill (AH), M Tattersall (Mac) Caretaker, J Tattersall (JT), Clive Robson (CR), Malcolm Constantine (MC)

1. Minutes of the Meeting 16th May 2022

Accepted as a true record Proposed **RH**, Seconded **JJ**.

2. Matters Arising from Minutes:

Office Refurbishment

Action – JA in the process of purchasing a shredder

Coffee Lounge and kitchen access update

Actions

PCK still to ask Mac re water feed / stock levels each day during the week – **in progress**

GM to speak to **Mac** about weekend cover - **Done**

MC review the current coffee machine instructions and create a pictorial guide – **in progress**

MC to source laminate sheets for outside A frame – **in progress**

Equipment Storage –

Action – JA and MC inventory and checks in progress. Awaiting PAT test & Fire alarm test from Simon Merrin - **GM** to chase up

Bar/Drinks issues –

JJ explained options for pre-marked glasses and costing. Agreed **JJ** to order 8 boxes of 4 with both 175 & 250ml marks - (£12.99 for 4).

Permanent equipment for music events –

Previous Action - **JC** to purchase amp and get costing for blue tooth speaker for coffee room.
JC not present so will be discussed at next meeting

Email from Parish council and offer of help from Cllr Geoffrey Berry

Action – **GM** reports there has been no feedback from Pippa Manson so will discuss with **JC** on his return

Food share scheme

Action - GM reported to the committee that she had discussed this with the Ripon group and it has been decided not to take this forward in the village at present. This could be re-visited at a later date if circumstances change.

Letter from David Fielding

Action - BP updated the committee that he had responded and had some correspondence with David Fielder's lawyer about their use of the MI booking information we have provided. He has made sure this was solely factual and not presented in a way that gave the impression of supporting either side in this dispute. This now appears to have been done and the matter completed.

Chip and pin device for payments –

Action – BP updated the committee about the various devices and costings. It was agreed that we would purchase 2 devices, so we had enough for music/quiz nights where payments were being simultaneously needed for entry and bar.

Shelf for storeroom –

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

Office pedestal drawers

MC has opened it. **JA & RH** to sort out and dispose of contents as appropriate.

Offer of PC / MI Laptop

PCK updated the committee. The PC was quite old and not suitable. Plan going forward is to use the MI laptop.

Action – RH to set up various user profiles/accounts on the PC so information can be password protected as needed.

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 –work in progress – they members of the sub-group will report back at the next meeting.

5. Maintenance Issues:

Simon Merrin has quoted for the remedial work needed. The estimate is £2,900.

Action – PCK to approach Colin McCormick for a second quote.

JJ unable to open the outside notice cabinet - **Action - PCK** to look at it.

Issue with some of the blinds – **PCK** to look at them

Notice board in the office - **JA** requested that the notice board that has been purchased for the office is put on the wall – **PCK** to do

6. Correspondence:

Pam Robinson - Pam has offered her resignation from the committee. This was accepted, and **GM** expressed the view of the whole committee saying that Pam had made a tremendous contribution to the MI and we were extremely grateful. It was agreed that MI would get some flowers for Pam to thank her for her service. We would help Pam to continue to contribute however she felt able.

Email from Dan Francis

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

7. Treasurers Report:

BP circulated summary of Income and Expenses for June 2022 and talked the Committee through the key items of income and expenditure.

Positive is that this month there was a surplus, although this is in the context of an overall annual deficit that is still £5,212,47

Events have generated a healthy income particularly from the bar takings, and including a modest amount from Easy funding – the committee agreed to try and promote this way of fundraising more. **MCR** will re-do the poster and put a copy up on the notice board and coffee room, and possibly Facebook page.

BP also updated the committee that, as agreed at the last meeting, he was in the process of moving the building account to one that accrued interest – he is looking into the best option and will update the committee at the next meeting.

WI fees – this was brought up in relation to their hall booking for the Ed Balls evening and also their fees for regular use of the hall. They were previously paid upfront for the year but this was apparently rolled over from the closure during the pandemic.

Actions – **JJ** to raise an invoice for Ed Balls booking **JA & JJ** liaising with WI to establish rates. **MS** to liaise with Chair of WI for an update about the annual fees (? £250) situation and feed back to committee at the next meeting.

8. Bookings and Events:

JJ and JA updated the committee of the upcoming events and highlighted the successful hire of the hall by the Wensleydale Creamery.

Upcoming Events: JA and GM

Jumble Sale Saturday 9th July

Family Disco 16th July

Will Andrew has been booked as the DJ for this event.

A possible 'Back to School' event in September will be considered after this event.

Action – helpers were arranged for the event

Next Quiz Night not until September 30th

Music Night – impromptu Music night happened last Friday now no further ones until September

Bad Apple Theatre Company

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

9. Any Other Business:

Ticketing and booking for events - **JA** highlighted that the discussion about Bad Apple ticketing and Wensleydale Creamery hall booking warranted a wider discussion about promoting the MI, particularly using social media and using an on-line booking systems – (including the Coffee Room but also potential Business use of the hall). It was pointed out that many other village halls use booking systems such as event-brite and have a much more active and interactive FaceBook site. It was acknowledged that this is potentially a large bit of work and may need a sub-group and/or external support to set up and manage this effectively. **JA** supported this approach after attending a FB promotion/use training session aimed at village halls and organised through Yorkshire 1st.

Plan – to discuss further at next meeting when Chair **JC** is back

Membership cards

JA has kindly offered to take on this role but is still trying to locate the stash of blank cards

Action - to ask **JC & PC** on their return

Parish Council is collecting photographs of the Jubilee Weekend Celebrations – it has been agreed that these will be displayed in the Coffee Room

Gas bottle in kitchen – **GM** requested this is checked regularly to ensure it is always available for lunch-club meal prep,

10. Date of Next Meeting: 7pm Monday 1st August