

Kirkby Malzeard Mechanics Institute  
Minutes of Trustees Meeting – August 1<sup>st</sup> 2022

Trustees present: John Collins (Chair), Gerry Mass (Acting Secretary) Bryan Poole (Treasurer), Janice Attwood, Pam Collins, Paul Cookson, Malcolm Constantine, Mike Smith, Ric Hill, Anni Hill.

Also present: Malcolm Tattersall, caretaker

Apologies: Mary Crawshaw-Rali, Clive Robson, Jane Johnson.

1. Minutes of July 4<sup>th</sup> 2022 meeting were accepted as a true record. Proposed by Mike Smith and seconded by Janice Attwood.

2. Matters Arising from Minutes.

A shredder for the office has been donated. It was agreed that Janice should purchase a gift for the donor - £20.

Coffee Lounge – Mac keeps an eye on the water level. Paul Cookson checks the supplies and cleans the machine once a week. July takings - £27 – it was not felt necessary to update the instructions.

Equipment - Pat tests have been done – still awaiting the report from Simon Merrin – has been reminded by Gerry Mass.

A=Frame Board – Laminate sheeting for this board is available from Point of Sale – details to be given to Malcolm Constantine by John Collins.

The new wine glasses have arrived. Suggested that we keep the old ones for use at large events.

Music equipment has been purchased – amplifier and microphone - £149.99

Parish Council representative – no further action is being taken at the moment.

Chip and Pin device worked well at the Disco. 65% purchased by this means. £71.50 taken and the commission was £1.50. Another device is to be purchased for use on the entrance. Pam Collins suggested that we should advertise this facility on the village hub.

Storeroom shelf details given by Paul Cookson to John Collins.

The drawers to the office pedestal have now been opened.

The office lap top has now been installed by Ric Hill – there has been an increased usage of the Wi-Fi.

W.I. Fees – After much discussion it was proposed that a 20% discount should be given on full charge rates for upfront payment; this equates to a charge of £135 for the period July – December 2022 and £270 should be charged for the full year 2023. It was agreed upon by all with one exception against.

3. Resilience Plan – no further progress.

4. Constitution – the working constitution needs to be changed with the Charities Commission before we go ahead with the creation of a CIO. John Collins will do the changes with the Charities Commission.

There will be a meeting of the constitution sub-committee on August 23<sup>rd</sup> 2022 at 2:00 pm.

5. Maintenance – The quote from McCormick for electrical work was £? and work was in progress. The cabinet has been fixed. Paul Cookson has fixed the broken blinds. Notice Board has been installed in the office.

Snooker Room Lights – John Collins read a letter he had received from Milton dated 29/7/22 about redoing the lighting in the snooker room. There was then an explanation from Malcolm Constantine about the decision to change the lighting and the quotes that were given. He explained the standards required by the Snooker/Billiards Association and the correct levels of light. There is a problem with the new lights that have been installed by Jackson as they do not appear to meet the correct levels even though they were certified as such by the supplier. The room is really not big enough for 2 tables and hence there is a problem in trying to get the correct lighting balance. It was suggested that we get an engineer to check the levels and then go back to the supplier for a resolution. Paul Cookson agreed to find an engineer.

6. Correspondence: E mail from Paul Johnson complaining that a detailed financial report was not included with the monthly minutes. The committee agreed that it was not necessary to publish detailed reports every month, but that a quarterly cumulative summary would suffice.

The e mail from Milton regarding the snooker club lights was referred to in Maintenance.

E Mail from Yorkshire First regarding Carbon Neutral Information and John Collins completed the form for us to take part in the project.

7. Treasurer's report – a copy of the financial statement for the six months to June will be attached to the minutes of last month's meeting.

The accounts for the month of July showed total receipts of £1,330 and payments of £1,808 resulting in a deficit for the month of £478. Other than recurring ongoing expenses, the main items of expenditure consisted of £334 for licenses and £191 for equipment purchases (bar glasses and a payment card reader).

8. Bookings and Events. Next Music Night – September 9<sup>th</sup>, Quiz Night September 30<sup>th</sup>.

Bad Apple Theatre will be on Dec. 4<sup>th</sup>. Tickets through the Box Office 01765-650402 – Adults £12, Concessions £10, Under 16 £6 and Family £25. We will request 400 A5 flyers and 30 A4 posters from Bad Apple.

W.I. Event – Evening with Ed Balls – bar to be open.

AOB – Gas Cylinders empty – Lunch Club scheduled for Tuesday but not possible to install new ones before then. The bottles have to be relocated for safety reasons and need a regulator. Paul Cookson to investigate.

Suggestion by Paul Cookson that we develop a garden at the back of the Mechanics with possible funding from the Parish Council.

Suggestion that we hold a New Year's Eve party.

No Further business. Next meeting: Monday September 5<sup>th</sup> 7:00 pm Annex