

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 5th September 2022**

Minutes

Present:

Committee

John Collins (JC) - Chair,
Malcolm Constantine (MC), Paul Cookson (PCK), - Maintenance Co-ords,
Mary Crawshaw-Ralli (MCR) - Secretary,
Jane Johnson (JJ) – Bookings,
Pam Collins (PC),
Anni Hill (AH)
Rik Hill (RH)
Mike Smith (MS),

Apologies:

Gerry Mass (GM), Bryan Poole (BP) Treasurer, Janice Attwood (JA) - Events, Clive Robson (CR),

1. Minutes of the Meeting 1st August 2022

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

2. Matters Arising from Minutes:

Parish council input into MI - Geoffrey Berry (GB)

GB to become Trustee – will need to become member first. **JC** to sort out

A1 Laminate sheet – has been purchased and **MC will fit**

Maintenance

Tables for event – currently we have enough for events – this will need to be monitored as they get damaged and need to be replaced.

Equipment Storage –

Still waiting PAT test & Fire alarm test paperwork from Simon Merrin - **MC** to chase up again

Kitchen gas cylinders – **PCK** informed the committee that the gas equipment had been replaced and the **work successfully completed**.

Shelf for storeroom –

Work completed

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

No update on this

4. Constitution sub-group (encompassing Trustee Roles

JC updated the committee – the work is progressing further update at the next meeting. Charity Commission to approve when the re-write is completed.

5. Maintenance Issues:

JC informed the Committee about the successful application for Carbon neutralisation of village hall buildings. Lots to do. Initial report to be submitted by 16/09/2022. **MC** to support **JC** with this.

6. Correspondence:

Further Email from P Johnson

In response to Committee declining to send out individual electronic copies of the Minutes and agreed financial statements. Committee agreed to post minutes and agreed financial statements on the KM Kirkby Malzeard & Laverton & Dallowgill village Hub website.

MCR to create PDF copies. These will be posted to the Community hub website after the next committee meeting when these minutes are approved, and monthly thereafter (after approval at following committee meeting). Current **JC** is the only person who can do this.

Email about Snooker Room table lights

Ongoing complaint about the newly installed snooker room lights. Some members have complained that they are not up to specification and league snooker and billiard matches will need to be cancelled.

MC gave the committee a detailed summary of the issues and the committee discussed the issue at length.

Actions – With the support of **MC** and **JC**, **MCR** agreed to create a report to give an overview of the situation. This along with members complaint/suggestion emails and member's and commercial light surveys to be circulated to Snooker Club members ahead of the meeting on Monday 12/09/22.

7. Treasurers Report:

BP was not present but submitted a written overview of the last month's financial statement (attached)

8. Bookings and Events:

JJ circulated a list of the upcoming bookings

PC went over the upcoming events and secured volunteers

Music Night – 09/09/22

Quiz Night – 30/09/22

WI Ed Balls event

KM Malzeard History event – 24/09/22

9. Any Other Business:

Discussion at Committee meetings and emails between Trustees.

JJ reminded the committee members that all meetings, discussions, and emails were confidential and not to be shared with non-trustees. **This was unanimously supported by the committee.**

Electronic booking system for the hall

JJ explained there were several systems available (Hallmaster & Midas). It was generally agreed that this was a good idea. **Action - JJ** to investigate the options and present at the next meeting.

Cover for Committee member's holidays – after a discussion it was agreed that holiday cover would be a standing agenda item for all future meetings, so cover could be agreed & arranged and allowing people to have a holiday without interruption. To facilitate this all committee members would have access to the KMMI email address. Going forward individual committee

members were to strongly encourage all correspondence to be directed to the generic KMMI email address rather than to individuals.

Feedback from first KM Gala Meeting

Provisional date of Gala weekend – 16-18th June 2023

MS & JJ outlined the outcome of the initial meeting and a provisional programme of events.

Overview attached

Donation of hall decorations

Committee accepted the donation of event decorations (Christmas/ Halloween) from **AH & RH** to be stored in cupboards in meeting room.

10. Date of Next Meeting:

7.30pm 03/10/22