

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 5<sup>th</sup> September 2022**

**Minutes**

**Present:**

**Committee**

John Collins (JC) - Chair,  
Malcolm Constantine (MC), Paul Cookson (PCK), - Maintenance Co-ords,  
Mary Crawshaw-Ralli (MCR) - Secretary,  
Bryan Poole (BP) - Treasurer  
Gerry Mass (GM) & Pam Collins (PC) - Events  
Anni Hill (AH)  
Geoffrey Berry (GB) – New Committee Member (Parish Councillor)

**Apologies:**

Janice Attwood (JA) - Events, Jane Johnson (JJ) – Bookings, Mike Smith (MS), Clive Robson (CR), Ric Hill (RH)

**1. Minutes of the Meeting 5<sup>th</sup> September 2022**

Accepted (with amendment Village Hub in place of MI Facebook page – ‘Committee agreed to post minutes and agreed financial statements on the Kirkby Malzeard, Laverton & Dallowgill village Hub website) as a true record - Proposed **BP**, Seconded **GM**.

**2. Matters Arising from Minutes:**

Parish council input into MI - Geoffrey Berry (GB)  
**JC** welcomed **GB** to the Committee.

Equipment Storage –  
PAT test & Fire alarm test completed and paperwork in order. Table iron from Snooker room failed. This information will be passed back to the Snooker and Billiards Club Committee (**MC**).

Electronic booking – JJ not at the meeting but is looking into various options and will report back to the next meeting.

Carbon neutralisation work JC update – The paperwork for this has been completed and sent off. **JC** thanked those that helped compile this report in such a short timeframe (**PCK, MC, CR, BP**). We are now waiting for the contractors to get back to us

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

No update to report but the possibility of having a generator to support the village and surrounding area during power cuts, as have recently occurred, was discussed. There is possibility of grants to support this sort of thing. This will be revisited at the next meeting.

**4. Constitution sub-group** JC updated the committee – the work is paused over the summer – next sub-group meeting arranged for 11<sup>th</sup> October – update at the next Committee meeting.

**5. Maintenance Issues:**

Next major job is to complete an assets inventory – update a next meeting from **MC & JA**

Snooker room lights - **MC** updated the Committee of the outcome of the meeting of the KMMI Billiards & Snooker Committee on September 2<sup>nd</sup> (we are still awaiting the minutes from that meeting). There had been some agreed actions from the meeting and that there was now a plan in place to address the issues. YESSS have been approached to reassess the lighting and given the opportunity to sort things out. In addition, getting quotes for alternative lighting designs was discussed as a potential option if the YESSS/Jacksons work did not resolve the problems. **MC** to update the Committee at the next meeting.

## 6. Correspondence:

Letter from Milton Holgate about the Snooker Room table lighting survey

**Actions** – With the support of **MC** and **JC**, **MCR** agreed to respond to the request to see the Commercial Lighting report.

Utility Aid email – this was discussed and felt to be very similar to the current carbon neutral work in progress and an energy survey/support would be included.

**Action** – to leave for the moment and await conclusion of the survey.

Letter from Joan Frazer – Informing the Committee that Alan Clayton, a former Trustee has sadly died.

**Action** – **JC** to draft a letter to the family thanking Alan for his service to, and support of KMMI.

## 7. Treasurers Report:

**BP** presented the latest accounts and headline points

Table Tennis group continues to contribute significantly to the MI income

Very good returns from Quiz night and Music night bar takings.

Coffee machine – does not appear to be making much of a profit – this may be because there is currently a substantial stock of unsold items **BP and Pck** to look into this and report back at the next meeting.

PRS Income rebate – **BP** reported that he has done the PRS returns for 2020 and 2021, and that the fee was greatly reduced from previous year; he hopes that by redoing one for 2019 maybe we can get a rebate for the fee paid that year. AS MS was the treasurer that year, BP will liaise with him on his return from vacation.

## 8. Bookings and Events:

JJ had circulated a list of the upcoming bookings prior to the meeting – thank you

Nidderdale Plus are considering a regular booking for their meetings

Northallerton Male Voice Choir have a booking 15/10/22 – **JJ/PC** to find out if a bar is required

KM Gala 2023

Their next meeting 05/11/22 – update after this.

Initial plan for Music night / Disco on the Friday of the Gala Weekend.

**PC** informed the Committee that there is a newly formed **Events Team (JC, JA & JM)** those members present went over the upcoming events and secured volunteers for the October/early November events.

Music Night – 07/10/22

Quiz Night – 28/10/22

Halloween Family Disco – 31/10/22  
Music Night – 04/11/22

Arranging and documenting volunteers process discussed –

**Action - Events team** There is an Event staffing document, the Events Team will manage the master copy and update the Committee at meetings, and request help as needed. Individuals can continue to keep their own copy to keep abreast of upcoming events and their commitments. In the event of a change of an individual's circumstances the Event Team should be informed ASAP. Volunteer details for individual events not to be included in meeting minutes.

Raffle Prizes – donations are dwindling events sub-group to look into this and report their plan to address this at the next meeting

- 9. Committee member's holidays – MCR** away for 10 days from Friday so minutes will be produced towards the end of the month

**10. Any Other Business:**

**JA** – Committee meeting day of the week – **JA** has other commitments and requested a change of day from Mondays. This was discussed at length but unfortunately the day needs to be the one that most Trustees could make and that is usually a Monday.

**11. Date of Next Meeting:**

Monday 07/11/22 - 7.30pm