

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 7th November 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
Jane Johnson (JJ) – Bookings,
Anni Hill (AH)
Mike Smith (MS),
Clive Robson (CR),
Geoffrey Berry (GB)

Also present - M Tattersall (MT) - Caretaker

Apologies:

Janice Attwood (JA) - Events, Ric Hill (RH)

1. Minutes of the Meeting 3rd October 2022

Accepted - Proposed **AH**, Seconded **GM**.

2. Matters Arising from Minutes:

- Electronic Bookings – JJ updated the Committee
Midas - £459 one off fee or £22 monthly
Hallmaster - £199 + VAT
JJ & RH to review, decide and update the Committee at the next meeting
- Carbon Neutralisation update – report received & shared
Content discussed including the costs. Not clear at this moment about if grants or tax relief options are available. **JC** to seek further clarity on this.
- Letter to A Claytons family – JC has sent this
- Raffle Prizes – PC has purchased some raffle prizes (£20) and various members of the Committee have offered to donate some more. Plan to limit prizes at events to 4 and include also offer a bottle of wine from bar stocks. Committee approved this plan.
- JA request re meeting day? This is to remain a Monday - **JA** unable to attend regular meetings over the winter months – in line with the constitution the Committee attendance rules Committee unanimously agreed to allow **JA** to remain as a Trustee

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

PCK offered to follow up possibility of a generator in relation to warm space for the village in the event of power cuts. **JC** informed the Committee that there had been no further info from Harrogate Council

4. Constitution sub-group

JC & GM present from this working group – they gave the Committee an overview of the current work around categorising the different groups that used the MI and the need to decide their relationship to the MI. This would in turn determine their future membership/funding/fees work is to allocate each group into a category.

Next Constitution working group meeting – 02/12/22.

5. Maintenance Issues:

Equipment Storage - stage clearance & Shed –

A significant amount of stuff has been cleared already but still more items to sort through and clear through – Toys from previous Hatchlings Group **AH** suggested they could be put out at the Patronal Fair, ‘free to a good home’ – his was agreed by the Committee. Shed - CR – to review stuff in the shed – Petronas/Players things

Assets inventory – ongoing **MC & JA**

Snooker room lights – see correspondence

Coffee Machine – has been blocking – **PCK/MC** has sorted this out and instituted a check/flushing action on a regular basis. **PCK/MC** facilitate regular flushing and will train people to do this.

Lights tripping/flickering – LED uplighters – tubing replaced

External Maintenance Survey – **PCK** has inspected the external paintwork. Some areas need urgent attention. He will send an email to Trustees to get volunteers to help him do this work.

6. Correspondence:

Further handwritten letter from Milton Holgate delivered to the MI received today about the Snooker Room table lighting

Actions - Unable to read the letter out in full (as requested by MH). Committee agreed for **MCR** to scan and circulate an electronic copy. This would then be available to all trustees to read and digest and the content to be addressed at the upcoming Billiard and Snooker Committee (BSC) meeting (10/11/22). **MCR** informed the Committee that we are still awaiting any minutes from any of the previous BSC meetings.

The Committee offered particular thanks to **PCK & MC** for all the time and effort put into attempting to sort out the dispute about the Snooker room lighting.

The main MI Committee await an update at the next meeting.

BSC requested again to minute their meetings and forward a copy of them to the MI main Committee, so we are kept abreast of the situation.

Email request from PJ

PJ has requested bank account balances to be included in the quarterly account in addition to the summaries the Committee has already agreed to provide alongside the meeting minutes. It was noted that as a charity there is no obligation to do this and providing quarterly income and expenditure reports is already beyond what we are obligated to do. It was unanimously agreed not to do this.

7. Treasurers Report:

- **BP** presented the latest accounts and headline points which were generally positive, noting last month was the **Highest monthly surplus so far this year**.
Good bookings income continues.
Events such as the Halloween Disco were very successful in terms of income. Good returns from Quiz night and Music night bar takings continue.
There has been a PRS rebate – as reported in last month’s minutes.

- **BP** informed the Committee that the new higher interest savings account is now up and running

8. Bookings and Events:

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

Christmas Fayre booked for 26/11/22 and there have been further room bookings for training from local companies

KM Gala 2023

Brief update from **PC** – Their next meeting 19/11/22 – update after this.

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

Events Team (AH,PC,GM & JA) (ET) – Those present went over the upcoming events and secured volunteers for the November/December events and will circulate a list / electronic copy of the updated events staffing document to Trustees (**JC**)

- Music Night staffing – **JC/PC** requested help with equipment set-up/dismantle needed for this event. It was generally felt that people at the event would help if they knew it was needed. Agreed that at the start of the next and each subsequent music night there would be an announcement to request volunteers to help JC dismantle the gear that night and help with set up at the next event.
- **ET** Newly instituted quiz prizes (admission vouchers) seemed to have been well received at the last quiz night.
- **PC** reported that there had been some issues with behaviour of some of the children attending the Halloween Disco. The Committee discussed the need for parents to always supervise and be responsible for their children during family events at the MI.
- Bad Apple – Flyers need delivering, allocated packs are in the Office for Trustees to pick up and deliver. Tickets also to be on sale behind the bar at any events. **JA/JC** to post about it on FB Village Hub.

9. Committee member's holidays – all roles covered

10. Any Other Business:

JJ – Coffee Room bookings, Daytime and Evening

Currently £6 and available to book anytime.

Committee agreed that the Coffee Room should be available to all during the day and the Annex meeting room should be used for meetings and bookings. 5-9pm the Coffee Room can be booked for £6 hour.

GM – Replacement fridge freezer needed for the kitchen and fridge for under the bar. **AH** kindly offered one (FF) for the kitchen that is in very good working order. Need to get rid of old freezer that is currently backstage. **Action** – **GM** to advise **PCK** who will investigate options and get quotes for next meeting.

Set up Christmas decorations – **JC & MCR** to attempt to do afternoon of 26/11/22

External Correspondence – **JC** requested that all to go via MI email address and not to include email trails when emailing non trustees. **JC** shared log in details to the Committee / Trustees

11. Date of Next Meeting:

Monday 05/12/22 - 7.30pm