

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 10<sup>th</sup> January 2024**

**Minutes**

**Present:**

**Committee**

*Paul Cookson (PCK) – Acting Chair & Maintenance Coordinator*

*Bryan Pool (BP) - Treasurer*

*Mary Crawshaw-Ralli (MCR) – Secretary*

*Malcolm Constantine (MC) - Maintenance Coordinator*

*Jane Johnson (JJ) – Bookings Officer*

*Janice Attwood (JA), Emily Roberts (ER,) Anni Hill (AH) - Events Team*

*Geoffrey Berry (GB)*

*Clive Robson (CR)*

**Apologies:** *Ric Hill (RH), Mike Smith (MS)*

**Others also present** – *Linda Moore (LM) (Proposed new trustee & committee member)*

**Items**

*Linda Moore was proposed as a new MI Trustee (Proposed ER, Seconded JA). LM gave the committee a brief resume and outlined the experience she could bring to the committee. It was unanimously agreed by the committee to co-opt and welcome LM onto the committee.*

**1. Minutes of the Meeting 13<sup>th</sup> December 2023**

*Accepted – GB & JA*

**2. Matters Arising from Previous Minutes:**

- ***AGM** New date needed & preparation work – 7pm Wednesday 28<sup>th</sup> February. Committee meeting to follow immediately afterwards. **MCR** will produce a poster. This will be displayed at the MI, on parish notice boards and on FB/village website.  
**PCK** to write Chair's report. **BP** to produce financial report. **MCR** to produce poster and agenda.*
- ***Committee members and potential roles - PCK**  
Who from the existing committee will stand again?  
**PCK** is stepping down as acting Chair but continuing with his work on the constitution/health & safety and maintenance. After discussion **GB** agreed to stand as new chair and this will be proposed and voted on at the AGM.  
**BJ** to continue as Treasurer, although he is probably moving out of the village later in the year.  
**MCR** to continue as secretary.  
**JJ** to continue as Bookings Officer.  
**MS & CR** informed the committee of their intention to step down as trustees.  
All other trustees intending to continue.*
- ***Snooker Door External sign** – **MC** awaiting review by electrician Simon Merrin*
- ***Snooker lights** – **MC** update - No buy back option. Discussion about other possible use – on stage lighting or sale on eBay/google market.*

- Stage Lighting refurbishment – CR & PCK presented the pro & cons of the lighting options. GB highlighted that there may be parish council grant money available and will report back at the next meeting. The majority of the committee agreed in principle to refurbish the stage lighting. PCK to approach the lighting company for an updated quote. CR & PCK will then work through the updated quote and bring back a proposal for the committee.
- Asset inventory – now completed
- Health and safety and risk assessment policies – PCK taking this forward. Will update at next meeting. CR overview statement in place. Now possibly looking into getting individual event/bookings risk assessments in place.

### 3. Treasurer's Report – BP

**BP presented the Receipts & Payments Account for the month of December and full year to date.**

**The month showed a cash deficit of £318, but this had been expected as there were three large bills to be paid which came through in the month; notably heating oil £1,151, the Wine & Cheese event costs of £333 (the ticket sales had mainly been received in November), and a bill for bar stock of £1,181. In addition, a deposit of £100 was paid for a forthcoming event, and vending machine stock was purchased for £114.**

**Payments totalled £3,880.**

**Total receipts in the month were £3,562, with hall hire (£1,061) and bar receipts (£1,616) the main items.**

**For the full year to date, we generated a surplus of £8,799, compared to last year's deficit of £6,648.**

**BP also presented the draft statutory accounts, adjusted for balance sheet movements, for the full year 2023. The total income for the year was up 22% on last year at £32,956. Activity was up in most areas – bar takings were +79%, entry fees +59% and activities from sections (table tennis, snooker and lunch club) +37%. Membership fees were also up. Hall hire was level, whereas grants were down as last year £3k was received from NYCC which was not forthcoming in 2023. Interest received was £1,359.**

**Whilst income was up, expenditure was down by 27%, as we spent significantly less on repairs, building improvements and equipment. Insurance was down by £1,200 as we changed our insurer in the year, whilst maintaining cover. Bar stock was up in line with takings, the bar generating a gross margin of 53%.**

**The net surplus for the year was £9,294.**

**Cash and bank balances at the year-end amounted to £45,100.**

### 4. Bookings & Events:

#### **Bookings – JJ**

**Prior to the meeting JJ circulated the upcoming bookings for Jan/Feb**

**Celidh – January 20<sup>th</sup> 2024 – tickets for this event have started selling. £15 ticket price includes supper. Kirkby fisheries providing supper.**

#### **Events Team – JA/AH/ER**

**Informed the committee of some upcoming events and went through upcoming events and secured volunteers. They will check and circulate this list after the meeting.**

### 5. Maintenance Issues:

- Maintenance summary – PCK planning to update and get a copy to Mac/Julie
- Women's toilet taps - MC is currently dealing - Nigel Simpson (plumber) is going to fix next week.

- **Decorating quotes** – **PCK updated** the committee. Lee Tomlinson's quote **is lower**. **Committee agreed to go with this lower quote. PCK will contact Lee.**
- **Potential Green Grant (Solar panels)** – **MCR/MC/RH**  
**RH not present at the committee – will update the committee at the next meeting in the meantime submitted a written update.**  
**Written update**  
**Reviewed** the quote from Clever Energy (organised by Mary), and have engaged with them on several follow-up questions. Many of those questions were regarding using a solar system with battery as our Emergency Power Supply, potentially instead of the generator that has been discussed previously. That will not be feasible, so we will still need a generator for the Community Shelter thing, if that moves forward.  
Have requested a second quote from Clever Energy with additional solar panels, as the roof area over the main hall will accommodate approx 20 more panels than were originally quoted. Just wanted data for all options.  
**Timelines:** once funding (ie the grant) is in place, Clever Energy could install our system 4-6wks later.  
**Additional Quotes** - presume we would need 3 quotes, if possible –  
2nd quote: have requested a quote from the firm that installed our home system (SwitchedON). they have replied, quote is in work.  
3rd quote: requested a quote from Octopus Energy for a solar system, but they do not yet have install teams working in our area. Any ideas for a firm to request a 3rd quote? please let me know.  
**Grant:** application pending awaiting the additional quotes, then we can pick one - which I will use for the grant application. **MCR to ask neighbour.**
- **Lighting refurbishment CR** – see **Matters Arising**
- **New fridge-freezer for the kitchen** – **MC to find suitable under-counter model(s) and circulate list for decision. Initially will be housed on the stage but plan to reconfigure the kitchen to accommodate it there and then move freezer into kitchen when work is complete.**
- **Hall thermostat** – has been reprogrammed. Seems to be working better.
- **Shed door** – broken so needs replacing. **PCK has looked into cost. £1072 + VAT to supply. Committee agreed to purchase. Maintenance coordinators can fit.**

**6. Constitution sub-group** – **PCK updated the committee**

**7. Emergency Committee.** **PCK updated the committee.**

**8. Correspondence:**

- **Waste disposal** – email confirmation from council. Some further documentation to complete. Will inform Mac of bin collection days when it is known.

**9. Committee Holiday cover needed for** – committee member's holiday plans **were shared with trustees and cover agreed.**

**10. Any Other Business:**

- **Bar staff / possible volunteers list / WhatsApp group**

*MCR has sent an email to members and is planning to create a WhatsApp group to inform volunteer members of up-coming events we need help with and they can put their names forward. Also, a plan to ask for volunteers at upcoming MI events and take details for WhatsApp group and at the membership renewal event.*

- *Drama group – PCK is wanting to revive this. After the AGM MCR will assist PCK in contacting members and possibly arranging a meeting to move this idea forward.*
- *Bar licence – PCK wanting to check this is in place. BP confirmed this is up to date.*
- *Loan agreement form – MCR – please can you look at the attached form (thanks for creating JA) so we can discuss the wording?  
BP has reviewed and suggested some changes. Will email them to JA and MCR to discuss and amend existing form.*

**11. Date of Next Meeting:**

*Next meeting AGM 7pm 28<sup>th</sup> February. Committee meeting to follow.*