

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 28<sup>th</sup> February 2024**

**Minutes**

**Present:**

**Committee**

*Geoffrey Berry (GB) - Chair*

*Bryan Pool (BP) - Treasurer*

*Mary Crawshaw-Ralli (MCR) - Secretary*

*Paul Cookson (PCK) - Maintenance Coordinator*

*Ric Hill (RH)*

*Janice Attwood (JA), Emily Roberts (ER), Linda Moore (LM) – Entertainment group*

**Apologies:** *Jane Johnson (JJ) – Bookings Officer & Malcolm Constantine (MC) Maintenance Coordinator*

**Items**

**1. Minutes of the Meeting 10<sup>th</sup> January 2024**

*Accepted – ER & JA*

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

- Snooker Door External sign – update from MC – Electrician Giles Copeland has been asked to do.
- Snooker lights – MC not present so item will roll onto next agenda.
- Stage Lighting refurbishment/Grant - PCK & ER update. We have been given a further £500 grant from the Parish Council. Emily outlined the new quote. ER & PCK plan to go over both quotes and come back to the next meeting with a recommendation.
- Health and safety and risk assessment policies / H&S Plan / testing schedule – roll over to next meeting when PCK has an update
- Waste disposal - new bin size – BP update. The new sizes/numbers of bins have been ordered. Plan to monitor (BP & Mac) to assess usage.
- Membership renewal event – update from event is there any outstanding work – MCR. JJ not at the meeting and she has most up-to-date list. Plan to re-visit this at the next meeting with possible proposal of new position of membership secretary to manage and take this forward.
- Bar staff / possible volunteers list / WhatsApp group - MCR will need an up-to-date membership detail - see above re up-to-date membership list and ways of contacting members/volunteers
- Drama group – PCK is wanting to revive this. After some discussion there was a suggestion of having a talent show to get the village re-interested in a possible drama group based in the MI. LM has experience in this. Plan to re-visit at the next meeting.
- Loan agreement form – JA update – this has been up dated and everyone is happy with the current format. Next phase is to consider the list of items that we could/should loan out. Plan to re-visit at the next meeting.

### **3. Treasurer's Report – BP**

**BP presented the Receipts & Payments Account for the month of February** January saw a net cash surplus of £767, taking total cash funds to £45,867. Receipts were £4,147 (hall hire £1,138, bar takings £1,230, entry fees £1,178, activities £415 and interest received £160), whilst payments were £3,380 (establishment costs £930, bar stock £614, new garage door £600, new freezer £369, and Ceilidh food £845). February month to date as at 27th showed a surplus of £2,921, including members' subs of £995 and the Parish Council grant of £500.

**BP informed the Committee that the Trustees Annual Report (for the Charities Commission) was due. He has completed this in previous years and kindly agreed to do this again for this year.**

### **4. Bookings & Events:**

#### **Bookings – JJ**

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

**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/ER/LM**

**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 talked through the current maintenance schedule/Issues**
- **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) – RH  
RH presented the current situation. The grant application requires 2 quotes which we now have so he is drafting the grant application.**
- **Lighting refurbishment - see Matters Arising**
- **New fridge-freezer for the kitchen – Under-the-counter freezer has been purchased and is currently housed on the stage. MC and PCK looking at the options and associated costs to move it to the kitchen. They will circulate this prior to the next committee meeting.**
- **Hall thermostat – has been reprogrammed. Seems to be working better.**
- **Shed door – This has been purchased and replaced.**

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

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

**8. Correspondence:**

*Pre-school jumble sale hall booking (see attached email) MCR – The email from the Pre-School Committee and the response that was drafted and sent (JJ/MCR/PCK/GB) was shared and discussed with the Committee. We await their response or booking. JJ to update the Committee at the next meeting.*

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

**10. Any Other Business:**

- Clarification of Committee roles / sharing out of the various aspects for each trustee to take on board – This was generally felt to be a good idea and one that would clarify roles, prevent overlap and save time at committee meetings. Initially need to identify groups and roles and then develop this further. Plan to roll this over to the next meeting to firm up the plan.
- Open item – RH propose that all "listed" volunteers for events (on Janice's events roster) get first drink free, and subsequent drinks at 50% discount. We are all giving up our most valuable asset, time, to support the MI - seems a small token of appreciation and may encourage more folks to volunteer for events - **Committee approved a first free drink for listed volunteers**
- Bar maintenance RH - these items were agreed in principle by the committee and will need sorting out.  
Need a small handle or knob on the drinks cupboard door  
Under-shelf lighting for the back counter of the bar (but not too bright)
- Clean up the stage – sorry I noted this down right at the end of the meeting but I can't remember what was discussed or actioned.

**11. Date of Next Meeting:**

*Next Committee meeting 7pm Wednesday 27<sup>th</sup> March*