

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 28th 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*

Items

1. Minutes of the Meeting 28th February 2024

Accepted – JA & ER

2. Matters Arising from Previous Minutes:

- Snooker Door External sign – update from MC - Done
- Snooker lights – MC Company will definitely not take back the now replaced ones. May be a possible use when the stage lighting is being updated. If this is not possible could maybe be sold (eBay etc). Revisit after stage lighting is completed.
- Stage Lighting refurbishment - ER & PCK after email discussion and decision AV Matrix have been approached to supply and fit the new lights.
- Health and safety and risk assessment policies / H&S Plan / testing schedule PCK – work in progress will update at next meeting.
- Membership/Bar staff / possible volunteers list / WhatsApp group –MCR
Plan to re-visit proposal of new position of membership secretary/lead to manage and take this forward – LM has kindly agreed to take this forward and take on role as Membership lead. MCR will update the membership spreadsheet master copy and forward to LM. MCR will also update members google email list.
- Drama group – PCK/LM – LM planning Kirkby has Talent event with Youth Club. Will liaise with Peter Saxton/Charles Andrew/ Nigel (Music Night). LM to Feedback at next meeting.
- Loan agreement items – JA consider the list of items that we could/should loan out – only ever loaned or been asked about tables/chairs/glasses. Need to find out what charges, if any other village halls charge. May not be appropriate to charge just cover the cost of any breakages, depends on what its for e.g. other village organisations.
- Outdoor Area Grant – BP/JA – Has been submitted. The Committee thanked BP for doing this within such a tight timeframe.

3. Treasurer's Report – BP

BP presented the receipts and payments account for the month of February and the year to date. The month showed an excellent surplus of £2,843, with members subscriptions, PC grant and bar takings the driving factors, with no exceptional expenditure beyond normal establishment costs. For the two months to date, a surplus of £3,610 has been generated. BP reported that we have been unable to open a Business Access Savings account as agreed last meeting, as it transpires that it is unavailable to charities. He therefore proposed a 30 day notice account paying 3.04% as opposed to 1.35% in the current account. This was agreed at the meeting, and it was further agreed to close the Building account. Sufficient funds should be kept in the current account to pay immediate liabilities.

4. Bookings & Events:

Bookings – JJ

Prior to the meeting JJ circulated the upcoming bookings for March/April

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:

- **Women's toilet taps - MC is it now fixed? Yes**
- **Decorating quotes – update – Issues with booking Lee Tomlinson (miscommunication) and is now booked up until later in the year. PCK approaching G Carson to see if they can still do it**
- **New fridge-freezer for the kitchen – position in the kitchen. Looking to re-arrange the kitchen to accommodate it where currently the steel shelving is. JJ getting quotes from D&M Fabrication for this.**
- **Potential Green Grant (Solar panels) – RH Pre-application has been submitted; RH will update the committee with any news.**
- **Shed door – PCK/MC – now delivered, still to be fitted when weather improves.**
- **Bar lights/Drinks cupboard handle – PCK/MC door handle fitted. Lights in progress.**
- **Creaking door – JA – MC informed the committee that Joiner Ian Johnson to review as issue is related to the frame rather than just the door needing repositioning/oiling.**
- **Water heater/kettle – JA – WI have reported that although the water heater gets hot enough the capacity means it has to be refilled and then takes quite a while to re-heat. Agreed to get a further kettle to help. GB has one at home which might do the job, otherwise JA will buy one.**
- **Clear Out day? JA – all agreed we need one but no date set. Will roll over to next meeting.**

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). JJ updated the Committee (via message to MCR. We have informed Pre-school that we cannot accommodate their booking on the requested dates are now waiting for them to come back to us with alternatives.

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

10. Any Other Business:

- ***Defibrillator at MI - JA/MCR** – Guardian of defib role is now vacant and Pippa M has approached JA to ask is someone on the committee could do. Pippa has also spoken to MCR and explained what is involved. JA and MCR agreed to take on the role jointly. MCR will contact Pippa and get handover information.*
- ***Clarification of Committee roles / sharing out of the various aspects for each trustee to take on board** – this has been happening organically within the groups and with recent reduction in Trustee numbers/retirements*
- ***Nidderdale Directories** – Village Hall entry - MCR agreed to collate the responses and send the info to Nidderdale plus to update out listing.*
- ***Moving donated planters** – in progress JA organising*
- ***Treasurer role** – BP moving out of the village so will be resigning his role on the committee. JA approached and has kindly agreed to take this on. BP and JA to liaise re handover.*
- ***First Aid** – Need to have a representative at the MI – plan to ask Anni if she will continue to do this and monitor/check the first aid boxes.*
- ***Front door letterbox** – now has a new padlock. Key in the key safe*
- ***Hall Hire** – rolled over to next meeting*

11. Date of Next Meeting:

Next Committee meeting 7.30pm Wednesday 24th April