

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

**Minutes**

**Present:**

**Committee**

John Collins (JC) - Chair,  
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,  
Mike Smith (MS),  
Clive Robson (CR),  
Ric Hill (RH)

**Also present** - Alan Brownlee (AB) (representative of the Snooker Committee who attended for snooker lights agenda item)

**Apologies:**

Janice Attwood (JA) - Events, Geoffrey Berry (GB), Anni Hill (AH), Malcolm Constantine (MC)

**1. Minutes of the Meeting 7<sup>th</sup> November 2022**

Accepted – **PC, JJ**

**2. Presentation from Snooker & Billiards Committee about table lights**

Welcome to **AB** representing the Snooker Club.

**AB** presented an overview about the Snooker and Billiards Committee's (SBC) standpoint on the table lighting. In summary -

- The majority on the SBC are unhappy with the lights and in favour of replacing them.
- They have verbally agreed a refund for the current lights from Jackson's/YESSS – the value of this is still to be established.
- They have approached a specialist snooker table light contractor (Cuesport lighting) for quotes to replace the lights and a representation from the SBC/club visited a snooker club where similar lights are in use and felt they were fit for purpose.
- Quote for supplying and fitting LED lights for both snooker tables is £700. The price includes supply & fitting of (2 x 5ft twin luminaires) cable suspension hanging kits, tubes, 3 core flex etc, with Osram ultra-high output (3700 Lumens) 23.1-Watt LED 5ft tubes (x4) per table. The LED tubes come with a 5-year manufacturer's warranty & have a projected lifespan of 50,000 hours versus 10,000 hours with fluorescent tubes. The work comes with a 12-month parts & labour warranty.
- There may be Snooker club funds available to contribute to replacing the lights.

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

- Electronic hall booking systems – JJ & RH  
Two options have been looked at; both are essentially the same price and work equally well on PC or phone. Midas is the preferred choice due to JJ's familiarity with using it for a neighbouring village hall, and assistance provided by the company to set up a tailor-made website. Committee unanimously approved Midas

recommendation and JJ will liaise with the company and update the committee at the next meeting

- Carbon neutralisation work **JC** was seeking further clarity on this update  
No update on this yet
- External Maintenance Survey – PCK  
**PCK** thanked everyone who had volunteered for external painting and will purchase materials and arrange some dates for Spring 2023
- Dish/glass washer  
**PCK** went over the preferred counter-top option and the purchase was agreed (by majority). **PCK** to take this forward.
- Fridge purchases –  
Offer of fridge-freezer from AH/RH gratefully accepted. This will be available March/April 2023.  
The backstage freezer will be removed once the kitchen  
Bar drinks fridge has been replaced

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

**PCK** attending next meeting on 12<sup>th</sup> December – will update the committee at the next meeting

#### 5. Constitution sub-group

**JC & GM** have looked at the current MI usage and categorised all groups (Some were missing, and this will now be updated).

Plan for a one-off meeting to agree each groups category and how they operate within the new constitution. **All trustees** to attend if possible. Date – 5<sup>th</sup> Jan 2023 7.30pm @ MI.

#### 6. Maintenance Issues:

##### Snooker room lights

Committee discussed the presentation from **AB**.

**JC** will liaise with **MC** and **AB** to contact Jacksons/YESSS for confirmation of a refund and its value. Anything above 50% of the original cost of £1300 will cover the cost of replacement. With that agreed the committee unanimously accepted the proposal from the SBC and replace the current lights once the refund amount is established.

##### Equipment Storage - stage clearance & shed –

Not covered due to time pressures - still more items to sort through and clear through – update at the next meeting

Assets inventory – not discussed - ongoing **MC & JA**

#### 7. Correspondence:

Brymor ice cream letter – Ice cream sales at events. Mixed response, currently no capacity to store ice cream. Deferred to next meeting.

#### 8. Treasurers Report:

- **BP** presented the latest accounts and headline points which were generally positive but noting a deficit in the last month. Usual income but some significant purchases and costs – fridge/fuel bill.  
Good bookings income continues, and bar takings are good at events.
- **BP** requested that Trustees using the card readers check they are using the correct one (one for bar and one for door).
- Possibility to pay fuel bill monthly – **BP** will investigate this and report at next meeting.

## 9. Bookings and Events:

**JJ** had circulated a list of the upcoming bookings prior to the meeting – thank you. Quite a few external hall bookings coming through for music performances.

**JJ** asked for clarification about some charges -

BYO charge for external hall bookings – Agreed it was £25

Kitchen booking cost for external events – Agreed it was £10 hour

### KM Gala 2023

Brief update from **PC** – no significant change of plans. Now no early evening disco at the MI due to clash with other MI events.

**Events Team (ET)** – Those present went over the upcoming events and secured trustee volunteers for the December/January events and will circulate a list / electronic copy of the updated events staffing document to Trustees.

- **JC** has been in contact with MI members about volunteering for future individual events. She will now contact them and arrange for addition help at events

## 10. Committee member's holidays before next committee meeting

- **JC** away during the next month **GM** and **PCK** agreed to act as deputy chair and be point of contact whilst JC is away
- **BP** also away – he will ask **JA** to cover his role.

## 11. Any Other Business:

### AGM

- Date agreed 16/02/2023
- Chair's report, agenda, notices, and any nominations need to be available one month prior to this. Trustees and Officers reminded they must make their intentions for the next year known by this date.
- Membership coffee morning to be after the AGM

### Internal signage

**JC** highlighted that the MI needs notices covering smoking/vaping and the presence of dogs in the MI. **CR** will source standard ones from the internet

## 12. Date of Next Meeting:

Monday 09/01/23 - 7.30pm