

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 10th May 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Chair & Events
Bryan Pool (BP) – Treasurer,
Mary Crawshaw-Ralli (MCR) – Secretary
Malcolm Constantine (MC) - Maintenance Co-ord,
Paul Cookson (PCK) - Maintenance Co-ord,
Jane Johnson (JJ) – Booking Secretary,
Ric Hill (RH)
Anni Hill (AH), Janice Attwood (JA) – Events Team
Geoffrey Berry (GB)

Also present - NA

Apologies: Mike Smith (MS), Emily Roberts (ER), Clive Robson (CR)

1. Minutes of the Meeting 12th April 2023
Accepted – BP & MC

2. Matters Arising from Previous Minutes:

- **Snooker & Billiards group meetings and decision – Having meeting (11/05/23) to decide on status going forward. MI have now paid the S&B group for the new set of balls and chalk the purchased.**

- **Snooker & Billiards lights refund**
Potential refund on the last lights MC to look at letter written by BP and MCR will send.

- **Electronic booking / website update - RH & JJ plan to arrange meeting to look at updated KMV website and consider whether it has the functionality to link to a booking system.**

- **DBS checks (including for Table Tennis sessions)– update from MCR. She has attended a training session from Community First Yorkshire about the DBS system. In the question-and-answer section she explained the situation around the TT sessions and concerns raised about some unaccompanied young people occasionally attending. The advice was that as TT sessions were set up by IF, rather than MI recruiting him to run them, the MI does not have a responsibility to do a DBS check. Individuals can get a basic DBS check if running activities where young people attend and it is also understood that IF already has a DBS check through the cricket club. Some questions were raised by other trustees about the advice MCR was given.**
Action – MCR to have a follow up call with Community First to check the situation again. MCR will also speak to IF to explain what we have been advised.

- Venue charges
JJ presented her hall charges benchmarking work and we appear to be in line with other local village venues. Non appear to have a two-tiered booking system. The possibility of offering a two-tiered booking option was discussed, both in relation to the Bad Apple Theatre Company and charges for community/charity events. No definitive decision was come to and it was decided that going forward the Events Group would look at these on an individual basis.
- *Volunteering guides – MCR/JA – ongoing work in progress*

3. Treasurer's Report – **BP**

BP – presented the report for April – main points of his report were –

We are now generating interest on the savings account.

MI is continuing to generate a surplus in excess of last year's totals. Music and Quiz nights continue to do well. RH reported anecdotal reports of people choosing not to attend events because of the price increase (now £5 for non-members). Action – it was agreed to monitor the attendance/revenue from Music and Quiz nights and review/discuss if there seems to be an change in these.

Asset inventory (BP) – this still needs to be completed so it can be included in financial statements. Action - BP & MC agreed to restart this.

4. Bookings & Events:

Bookings –

Prior to the meeting JJ circulated the upcoming bookings for May.

Events Team – GM/JA/AH/ER

JA went through any volunteer gaps that needed covering in the upcoming events for May/June. She will distribute this list to Trustees.

Children's Disco 16/06/23 - JJ volunteered for the bar in advance.

KM Big Weekend (Gala) 16th & 17th June – GM/JA are attending the meetings so will continue to update the committee. AH is involved in the Scarecrow Trail/workshops.

5. Maintenance Issues:

Stage door – completed.

Stage lighting – update rolled over to next meeting (CR not at the meeting)

Kitchen Hot water boiler – has been fitted.

Trays for under wet glasses – PCK has found an existing tray (gold) that will fit so this will be trialled at the next event with a bar. Feedback at next meeting if there are any ongoing issues.

Stair rail/Under stage cupboard lock – completed.

6. Constitution sub-group – work is progressing but awaiting S&B group status decision (after their upcoming meeting).

7. Correspondence:

Free events listing service on Visit Harrogate website – JA ongoing – will try and look into it for the next meeting.

8. Committee Holiday cover needed for June/July – committee member's holiday plans were shared with trustees and cover agreed.

9. Any Other Business:

Electronic document storage - RH informed the committee about the plan to create a secure electronic storage (Google Drive) for MI documents & certificates. Trustees will be emailed when this is created. With the support of RH, MCR and JA will begin the work of populating this and creating electronic versions of existing documents, certificates, and policies.

Booking form details - JJ requested a review of the booking form details currently on the website in particular to check the contact details are up to date. **Action** - JA to do this.

Decorating schedule of works - MC requested a discuss of the decorating that needs doing (will need volunteers) at the next meeting.

Action – MCR will add it to the agenda.

Office door – It was highlighted to Trustees that the office door had occasionally been left open. We were reminded to pull the door firmly and check it has locked before leaving it.

10. Date of Next Meetings:

Upcoming agreed meeting dates

Thursday June 8th 7.30pm

Monday July 3rd 7.30pm