

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 8th June 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Chair & Events
Bryan Pool (BP) – Treasurer,
Mary Crawshaw-Ralli (MCR) – Secretary
Malcolm Constantine (MC) - Maintenance Co-ord,
Ric Hill (RH)
Janice Attwood (JA) – Events Team

Others also present - NA

Apologies: Mike Smith (MS), Anni Hill (AH), Clive Robson (CR), Paul Cookson (PC), Geoffrey Berry (GB), Jane Johnson (JJ).

1. Minutes of the Meeting 10th May 2023
Accepted – BP & RH

2. Matters Arising from Previous Minutes:

- **Snooker & Billiards group meetings and decision** – S&B group committee have met and have decided to remain as a section of the MI. Alan Brownlee (AB) was appointed as secretary and has approached (emailed) MCR about attending MI Trustee meetings. This was discussed and it was decided that as AB is not a MI trustee, he will only be able to attend for discussions that relate to the S&B group.

Keys for new S&B members – members need to be advised to approach MI caretaker (Mac) to be issued with a snooker door key (at a small charge). Members who have not paid their subscriptions will be asked to return their keys. MCR will contact AB and request these messages are relayed to S&B group members.
- **Potential refund on the last lights - MCR** has sent letter to Jacksons. No reply as of yet.
- **Electronic booking / website update** – RH remains a work in progress. RH is looking at and assessing the functionality of the Village website and whether we could use it for bookings. His initial thoughts are that it can be used as a portal to a booking site for the MI. He will report back at the next meeting.
- **Decorating schedule of works** – in light of having funds available GM proposed that we get quotes to get this work done by a decorator – This was unanimously approved, and MC will now take this forward and update the committee at the next meeting.
- **Booking form details** - JJ has checked and the contact details on the booking form are still not up to date. JA has already requested this from the village website but still does not appear to have been done. RH offered to try and do this himself.

- Venue charges - Charges for other village/community/charity events
This was discussed and various points were raised such as covering hall running costs (heating/lighting) needing to be covered regardless of who is booking the room. The Events Team have agreed to collectively discuss charges for individual bookings by community organisations on an event-by-event basis. They are also looking into potential additional charges for extras above and beyond room booking such as equipment hire (e.g., microphones/lighting). They will update the committee at the next meeting.
- DBS checks (including for Table Tennis sessions) –
MCR has spoken to IF to explain what we have been advised.
- Volunteering guides – MCR/JA – ongoing work in progress

3. Treasurer's Report – **BP**

BP – presented the report for May – main points of his report were –
MI is continuing to generate a surplus in excess of last year's totals. Music and Quiz nights continue to do well. RH previously reported anecdotal reports of people choosing not to attend events because of the price increase (now £5 for non-members). It was agreed to monitor the attendance/revenue from Music and Quiz nights and review/discuss if there seems to be a change in these – BP reported that it was too early to see any difference as of yet.

Asset inventory – *this needs to be done for event equipment and will link into event charges. BP and MC to do with liaison with John Collins.*

4. Bookings & Events:

Bookings –

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

Events Team – GM/JA/AH/ER

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

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. The MI is hosting and assisting with the staffing of the junior disco on the Friday evening (event organised by the Youth Club team).*

Volunteers (non-trustees) - *JA highlighted that we should be trying to utilise more volunteers from non-trustee members who have ticked to say they would be willing to help out at events. Action – RH & MCR to create a mailing list to engage volunteers for upcoming events.*

5. Maintenance Issues:

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

Issues with Hot water boiler – *sorted out now.*

Kitchen lights – *may need replacements. PCK looking into this and will report at the next meeting.*

6. Constitution sub-group – next steps are in progress and the sub-group will update the committee at the next meeting.

7. Correspondence: Non

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

9. Any Other Business:

Electronic document storage - RH was requested and agreed to do some training sessions with any of the committee who needed help with this.

Access to the office and printing. Printing was discussed as there are costs involved. It was agreed that the MI could offer printing for the community and local organisations, but this will need to be costed out and managed. Going forward the office door will be locked, and the passcode updated.

New fridge-freezer for the kitchen. This will be purchased and fitted, and the old freezer (under the stage) emptied and disposed of (MC & GM)

Health and safety and risk assessment policies - GM. The MI has to have these in place as part of the process of changing the MI charity status. So, these need to be located/produced and stored so they are accessible as needed.

10. Date of Next Meetings:

Upcoming agreed meeting dates

No meeting in August

September TBA at July meeting