

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 30th August 2023**

Minutes

Present:

Committee

Gerry Mass (GM) - Chair & Events

Bryan Pool (BP) - Treasurer

Mary Crawshaw-Ralli (MCR) - Secretary

Jane Johnson (JJ) - Bookings

Janice Attwood (JA), Emily Roberts (ER,) Anni Hill (AH) - Events Team

Mike Smith (MS), Geoffrey Berry (GB)

Ric Hill (RH),

Apologies: *Malcolm Constantine (MC), Clive Robson (CR), Paul Cookson (PCK) - Maintenance Coordinators*

Others also present - NA

1. Minutes of the Meeting 3rd July 2023

Accepted – JJ & MS

2. Matters Arising from Previous Minutes:

- *Update from S&B presentation*
Membership subs – Alan Brownlee has been given a copy of the membership list, he has ‘chased’ a few outstanding people and indicated he thought it was now accurate. MCR informed the committee that all the S&B members now appeared to have paid their subs. Overall S&B membership is up.
Minor refurbishment (Blinds & painting) – Quote for blinds in progress – check who is doing this.
External & internal door signs – JA agreed to get quotes for various possible options.
- *Potential refund on the previous lights* – *(on going) no response from letter sent to Jacksons – MCK agreed to contact them by phone as a final attempt to sort this out. After that there may be a possibility of selling them via an online marketplace site.*
- *Electronic booking / website update* *(ongoing) – RH & JJ update – Midas system trial to start in October after which RH and JJ will report back to the committee.*
- *Decorating quotes* – *MC/PCK – one from Lee Tomlinson previously MCR sent to PCK. Still need a second quote – PCK to try email local decorator Gary Carson for a with the schedule of work and request a quote.*
- *Venue charges* -
Asset inventory which is needed first is in progress (CR, ER with JC)
- *Volunteering* – *(ongoing but on hold) MCR & RH to look into this once the electronic doc storage and Trustee mail group issues are resolved.*

- Electronic document storage – (ongoing) **RH & MCR** to review work so far and plan next phase.
- Loan of MI equipment – the committee looked at an example from a different organisation and felt there were some useful elements. **JA** agreed to try and reformat it to meet the needs of the MI – hopefully present at the next meeting.
- Health and safety and risk assessment policies – **CR** has created an overview document for the MI. The need for individual risk assessments for different activities that go on in the MI and how these could be conducted was discussed by the committee.
Main points of the discussion were –
External bookings were responsible for their own risk assessment in terms of the activity they will be using the hall for, so the website hall booking information should inform the hirer of this.
Events run by the MI (eg music/quiz nights, table tennis and S&B) would require the MI to complete a risk assessment for those activities. To do this we need to create a set form for this and agree a person to complete each one.

3. Treasurer's Report – **BP**

No report for August as the month has not yet finished. Other than normal ongoing establishment costs, expenditures include renewal of the bar licence & restocking the bar. There are some outstanding unpaid invoices for hall hire, but these are in progress and should be paid before the next meeting.

BP is in communication with the Charities Commission to sort out some issues in filing the Annual Return (the Commission has introduced a new portal system for which we require a "My Charities Commission" account. We are still awaiting the PRS licence renewal, but BP has submitted the paperwork.

- **Electricity account renewal** – This will be due March 2023. **BP** presented the various options and quotes he has been able to get. The committee agreed on a 1yr Fixed deal now to commence from April 2024.
The possibility of solar panels was raised and a possible grant to support this. **RH** agreed to speak to an independent solar/renewable expert he has used for some possible advice/assessment (there would be a cost for this) and **MCR** agreed to contact the company they have recently used to see if they could do a quote.

4. Bookings & Events:

Bookings –

Prior to the meeting JJ circulated the upcoming bookings for September. Most events are restarting as the school's return.

Discussion about WI hall + annex invoice (sorry can't remember the upshot of this)

JJ also presented some ideas for new events/bookings –

Talk from Himalayan gardens team (provisional date of 20/03/24)

Yorkshire Vintners wine tasting evening (possibly with cheese)

Events Team – GM/JA/AH/ER

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

Gaelforce (Celtic rock band) are booked for 14/10/2023

5. Maintenance Issues:

Lighting refurbishment – In progress update the committee at the next meeting re quote.

New fridge-freezer for the kitchen. Discussed, current quotes seemed expensive so agreed to get further quotes.

Guttering leak – **sorted?**

Coffee machine issues – still getting blocked. Needs to be regularly flushed, there are instructions how to do this by the machine, and report any problems to **PCK/MC**

6. Constitution sub-group – updated the committee as to where the work is up to. **PCK** will update the committee at the next meeting.

7. Correspondence: Email from Pippa Manson in regard to the Emergency Committee. **JM** to contact Pippa for an update as previously John Collins involved with this.

8. Committee Holiday cover needed for October-Xmas – committee member's holiday plans were shared with trustees and cover agreed.

9. Any Other Business:

- **New Trustees** – **GM** informed he plan to step down from the Chair and committee at the next AGM and the need for her replacement and new committee members. She urged the committee to try and get more committee members.
- **Clock for bar area** – agreed.
- **Projector Discussed.** **WI** seem to be the only users. **JA** is their Treasurer so will go back to them about purchasing one and asking if they will agree to lend it to the **MI** if needed (as the **MI** have done for them previously).

10. Date of Next Meetings:

Next meeting 7.30pm Thursday October 5th