

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 7th November 2023**

Minutes

Present:

Committee

Paul Cookson (PCk) – Acting Chair & Maintenance

Bryan Pool (BP) - Treasurer

Mary Crawshaw-Ralli (MCR) – Secretary

Malcolm Constantine (MC) - Maintenance Coordinators

Jane Johnson (JJ) - Bookings

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

Geoffrey Berry (GB)

Ric Hill (RH),

Apologies: *Jane Johnson (JJ)*

Others also present – *Peter Saxon - Youth Club Leader (PS)*

1. Minutes of the Meeting 5th October 2023

Accepted – AH & CR

2. Extra item - Youth Club concerns / recent events- AH/PS

There was a discussion about some recent events that have and may have occurred during the Youth Club and how best to monitor and manage the situation going forward. This also included the cancellation of Youth Club at short notice 26/10/23 because of recent damage/incidents. PS explained his understanding of these incidents. The Committee is very concerned about what has been happening but keen for the Youth Club to continue to operate.

- Light fitting broken 12th October.*
- Toilet roll stuffed down toilet (October?).*
- Excessive paper towel use in female toilets (September?)*
- Coffee room vandalism (this may be local youths but not necessarily during youth club)*

***Action** – PS to look into these events and report back (this will be discussed at the next meeting). PS to look at the changing the current incident form to include damage to building and content and use this as a base to report back to the MI so the situation can be monitored. Create a checklist for volunteers to follow at the end of the night, to ensure all areas used are systematically checked. Lead youth club volunteer will contact the mechanics committee by email to let them know of any damage to the building or its contents that has occurred during Youth Club, even extremely minor.*

At this point PS left the meeting – PCk thanked him for attending and his contributions

3. Matters Arising from Previous Minutes:

- External/Internal signs for S&B Room - MC still looking into illuminating the glass etched sign above the door and get costings. JA has purchased wooden etched sign as agreed for the internal door from the bar area to the S&B room. Can now be installed.
Action – MC Update at next meeting*

- **Potential refund on the previous lights** – update from MC planning to speak to Jackson's rep in person in the near future.
Action – MC Update at next meeting
- **Electronic booking / website update** – RH update. RH showed the committee a test booking and timetable site (MIDAS) that is being evaluated at present. All looking very positive. Can be linked to from the village hub site so no current need for the MI to have its own website.
Action – RH & JJ Update at next meeting
- **Decorating quotes** – PCK went through the 2 quotes.
G Carson quote £1,785 Lee Tomlison £1,342
Lee Tomlinson quote currently excludes some additional items and requires clarification on wording of quote.
Action - PCK will approach LT to further discuss the job and get a like for like price and clarity about a provisional/possible start date.
- **Asset inventory/Venue Charges** – BP and MC have produced a detailed equipment list – this now needs to be reviewed by ER & CR as some of the event / stage equipment is redundant and will need disposing of.
- **Loan of MI equipment** – JA has formatted a loan agreement form – this will be circulated for comments.
Action – comments at next meeting
- **Health and safety and risk assessment policies review**
Needs to be a new plan going forward CR is progressing with the new plan. **Please read last meeting minutes for further information on this point.**
Also need to consider a programme for when certain safety activities need to be carried out eg electrical testing, gas inspection and fire alarms/extinguishers. It was thought that Mac carries out regular tests but PCK asked if it would be possible to create a schedule of key dates for inspections/tests and CR agreed. PCK also highlighted that we will need to do a planned evacuation, possibly at the next committee meeting in December
Action - As this is a significant area for further discussion this item was postponed to the next meeting.
- **Emergency Committee.** He has met with Pippa Manson, Pippa asked PCK to be the representative on behalf of the Mechanics. This will involve occasional meetings, preparing a list of potential volunteers and assisting with the preparation of an emergency plan.
Action - PCK will report back at the next meeting.

4. Treasurer's Report – BP

BP talked the Committee through the incoming and outgoing payments for the month of October. Healthy receipts in the month of £2,677 helped towards a surplus after payments of £1,526. Receipts were buoyed by £1,189 bar takings, as we had four well attended events in the month, including the Gael Force concert and the family Halloween disco. Hall hire receipts were £656, activities (lunch club and table tennis) raised £340, whilst Interest income was £147.

Payments in the month totalled £1,151; however, it is recognised that accounts payable of £1,400 for bar stock and vending supplies would be settled in November. The total cash position at end of October remains relatively healthy.

BP informed the Committee that he had been contacted by Everflow a company offering a marginally reduced Water bill (approx. £70 next year) but this would entail signing a 3-year deal. The Committee discussed this and agreed not to change at this point.

5. Bookings & Events:

Bookings –

Prior to the meeting JJ had circulated the upcoming bookings for November/December/Jan

Private Party (have requested a bar) – 11th November – JJ has informed the Committee that we require extra champagne flutes (30) - **Committee approved this purchase.**

Yorkshire Vintners cheese & wine evening – Saturday December 2nd

Celidh – January 20th 2024 – JJ has informed the committee of the cost of hiring the band. Would need to sell 35-40 tickets £10 each) to cover cost of this. **Committee approved this.**

New bar tariff – See AOB item

Events Team – JA/AH/ER

JA went through upcoming events and secured volunteers. She will circulate this list after the meeting.

6. Maintenance Issues:

Lighting refurbishment – CR

John Lockwood review was circulated to the Committee prior to the meeting. It was largely in support of the detail of the quote and the costings.

CR explained that the system can be purchased and installed in sections. He outlined what he felt was the initial set-up needed and explained the key features of this approach and system. What he is suggesting could be pre-programmed and operated via a remote control and thus significantly increase the usability of the system. This would also be a future-proof approach as the lighting system could be further expanded as and when needed. The redundant lighting rig could then be dismantled and disposed of/ possibly sold. The committee were in full agreement that the old system needed to be made safe and functional.

Action - CR will look at the full quote and cost out his initial set-up proposal and this will be discussed at the next meeting.

New fridge-freezer for the kitchen. MC reported back to the Committee. JJ and RH felt that a large fridge in the kitchen is useful for extra bar stock when there is a private party/function. A small freezer is needed in the kitchen for lunch club supplies. An appliance with both of these things is proving difficult to source. MC has found one, but it is too wide for the current space available. One option maybe to keep the current fridge and purchase an under the counter freezer and change the low cupboard layout to accommodate it.

Action - MC to speak to JJ & Josie and reassess the options.

Guttering leak – sorted. Rolo has attended and filled a small gap in the flashing with mastic.

Bathroom tap problems – previously reported that a tap was still proving difficult to turn off despite Pck & MC having looked at it.

Action - ER agreed to arrange for a plumber to look at it. And MC agreed to contact Nigel Simpson with a view to replacing both sets. Update at next meeting.

7. Constitution sub-group –

PCK updated the committee.

PCK confirmed that BP had managed to make contact with the Charities Commission, and they had forwarded all the documentation relating to the existing Mechanics Constitution. Work can now progress on establishing a starting point for updating the Constitution in line with recent work. PCK advised the meeting that the process will be complicated and lengthy however the sub-committee will persevere.

8. Correspondence:

Email from Preschool and proposed response – Committee thanked JJ for her detailed response and agreed it would be sent with only minor adjustments.

Action MCR to send email.

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

10. Any Other Business:

Communication with MAC and Julie – Julie had spoken to JA saying they did not always know about maintenance issues. PCK also highlighted some possible confusion as to who performs regular maintenance tasks and minor repairs. Plan – PCK to speak to Julie and MAC about any issues and work out a system of reporting/fixing any building maintenance problems. MCR offered to be present if wanted.

Green grant for Solar panels – RH has initiated the grant process. Will need 2 quotes.

Action - MCR will contact the company who installed panels for them. RH will contact the people they used.

Increased bar tariff – JJ has submitted a proposed new bar tariff that covers the significant increases in the retail price of drinks. The new prices are to cover these increases. The Committee unanimously approved the new tariff.

Gerry – Committee wanting to arrange some sort of celebration/event to mark GM contribution to the MI.

Action - Plan to re-visit this in the New Year.

Loan of MI microphone at bookings/events – Committee agreed £10 charge for non-MI events/bookings.

AGM planning – need to agree a date.

Action – MCR put on December agenda.

Used wine bottle & dirty glasses left on the bar The other week an empty red wine bottle and glasses were left on the back of the MI bar. The wine bottle subsequently disappeared but the dirty glasses remained. It has been suggested that this was possibly S&B members having drinks over a game but we are unable to confirm this.

Action - MCR to email AB (S&B Committee) to bring it to his attention (without blame) and request he forward the committee's concerns to all S&B members - that in line with the alcohol licence and MI policy members may drink their own alcohol on the premises but should pay a corkage and also if members use glasses from the bar for any purpose it would be courteous to wash them and replace them behind the bar.

11. Date of Next Meetings:

Next meetings 7.30pm 13th December & 10th January