

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 13<sup>th</sup> December 2023**

**Minutes**

**Present:**

**Committee**

*Paul Cookson (PCK) – Acting Chair & Maintenance*

*Mary Crawshaw-Ralli (MCR) – Secretary*

*Malcolm Constantine (MC) - Maintenance Coordinators*

*Jane Johnson (JJ) - Bookings*

*Janice Attwood (JA), Emily Roberts (ER,) - Events Team*

*Geoffrey Berry (GB)*

*Ric Hill (RH),*

**Apologies:** *Clive Robson (CR), Anni Hill (AH), Bryan Pool (BP) - Treasurer*

**Others also present – NA**

**1. Minutes of the Meeting 7<sup>th</sup> November 2023**

*Accepted – GB & RH*

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

• **Youth Club concerns - email from PS**

*Peter Saxon's email was discussed. The overall feeling was that the Committee very much wants to continue to support Youth Club's use of the MI and hopefully things will now settle down. They were in agreement with his proposed plan to address and monitor the situation (and the MI role in it) and the committee felt the best thing to do going forward was a 'suck it and see approach'. Action - MCR to email PS with update.*

• **Snooker Door External sign** – *MC is awaiting quote for proposed work.*

• **Potential refund on the previous lights** – *MC still attempting to speak to the installers*

• **Electronic booking / website update** – *RH & JJ update*

*Trial of Midas system has been completed. JJ and RH happy with functionality and ability to link to KM village/Community website. Ongoing monthly charge of £22. Committee agreed an initial 3 month period. JJ and RH will monitor and review and report to the Committee March/April 2024.*

• **Stage Lighting refurbishment**

*CR not present. PCK to contact and discuss with him, re-visit at next meeting*

• **Asset inventory/Venue Charges** – *Ongoing – BP not present rolled over to next meeting.*

• **Loan of MI equipment** – *JA a loan agreement form is now in the office. MCR requested an electronic copy.*

• **Health and safety and risk assessment policies** – *plan going forward. CR not present – Rolled over to next meeting*

• **Used wine bottle & dirty glasses left on the bar** – *MCR - email sent to Alan B and he has shared with S&B members.*

- **AGM Date & preparation work** – Provisional date of 15<sup>th</sup> February – **BP** not present so will need to be circulated and checked with him.
- **Mac/Julie Communication** – **PCK** has spoken directly to Mac and Julie about their recent communication concerns. Going forward - All maintenance problems initially directed to Mac apart from any tasks that require the use of a ladder. If he cannot address them, he will refer to **PCK** or **MC**. Steph assisting Mac in the near future. **PCK** has created a summary of current maintenance issues and will share this with Mac so he feels up to date with any issues.

### **3. Treasurer's Report – BP**

**Receipts and payments account for November and year to date 2023. BP was not present at the meeting so included a written summary.**

Income includes £540 advance ticket sales for the December Wine & Cheese event, so costs for the event will come through in December. We also have a bill outstanding for bar stock purchases of £1,321, which will again come through in December's figures.

There were four major events in the month – Music night, Quiz night, the M Riley private party and the Lord Newby lecture, boosting bar takings in particular.

Other issues:

- We have now received the business debit card so are able to resume direct cash bankings without having to go in branch to Harrogate.
- The Business banking mandate has now been changed to remove Gerry/John and instate Janice.

### **4. Bookings & Events:**

**Bookings – JJ**

Prior to the meeting JJ circulated the upcoming bookings for Jan/Feb

Celidh – January 20<sup>th</sup> 2024 – need to start selling tickets for this event

**Events Team – JA/AH/ER**

Informed the committee of some upcoming music events in the planning and went through upcoming events and secured volunteers. They will check and circulate this list after the meeting.

### **5. Maintenance Issues:**

- **Maintenance summary** – **PCK** circulated a summary so everyone is up to date
- **Women's toilet taps** - **MC** is currently dealing with this and the blocked sink waste in the Gents via Nigel Simpson (plumber).
- **Decorating quotes** – **PCK** update – still awaiting one quote so we have like for like to compare and decide.
- **Potential Green Grant (Solar panels)** – **MCR/MC/RH**  
One quote has been done and circulated. **RH** is securing another quote for comparison then we can look into securing some grant money. **RH** has already made a start on a green grant application.
- **Lighting refurbishment CR** – see Matters Arising

- New fridge-freezer for the kitchen.  
*Agreed to get an under-counter freezer. MC to investigate the possibility of rearranging the kitchen set up to accommodate this in the kitchen rather than on the stage.*

**6. Constitution sub-group –**

*PCK updated the committee. Charity Commission have now agreed the 'base-line' documentation.*

**7. Emergency Committee. PCK update**

**8. Correspondence:**

Email from Peter Saxon – in matters arising.

Email sent to Pre-School by MCR – no response received (email attached). Matter assumed closed.

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

**10. Any Other Business:**

- Printing & laminator charges. *It was agreed that everyone to pay lamination and printing charges, MI only charge for the costs of supplies, they get free use if our equipment (ie laminator and printer).*
- Bar cover/booking notice – *discussion about late requests for a bar these will always be accommodated where possible. Request from MCR that regular bookings to consider the option of Christmas party/bar in advance so it can be planned for.*
- Community website – *still some issues with access to MI pages.*

**11. Date of Next Meetings:**

*Next meetings 7.30pm 10<sup>th</sup> January*