

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 9th January 2023**

Minutes

Present:

Committee

*John Collins (JC) - Chair,
Paul Cookson (PCK), Malcolm Constantine (MC) - Maintenance Co-ords,
Mary Crawshaw-Ralli (MCR) - Secretary,
Bryan Poole (BP) – Treasurer
Jane Johnson (JJ) – Booking Secretary
Gerry Mass (GM) & Anni Hill (AH) – Events Team
Mike Smith (MS),
Clive Robson (CR),
Ric Hill (RH)*

Also present - Alan Brownlee (AB) (representative of the Snooker Committee who attended for snooker lights agenda item)

Apologies:

Janice Attwood (JA) & Pam Collins (PC) – Events Team, Geoffrey Berry (GB)

1. **Minutes of the Meeting 5th December 2022**
Accepted – CR & JJ

Minutes of Exceptional single agenda meeting 5th January 2023
Accepted – GM & CR

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

- **Snooker Lights/latest update – JC/AB**
*Update from AB – conversation with Jacksons and offer of refund has been denied. Despite this and in attempt to move the situation on the committee agreed to fund the new lights proposed by the AB on behalf of the S&BC on the understanding that the arranging of installation and future responsibility for them would sit with the Snooker club.
JC explained to AB about the options for the S&B Club members going forward in terms of the new constitution and their potential status. This is either as an affiliated member group or as a section. The financial and organisational implications of these options was explained. AB will now take this back to the S&BC committee and members to consider.*
- **Electronic booking – JJ & RH**
*Update – Decision process still ongoing. They have discovered that to have either proposed electronic booking options we will need a MI website and this is not included in the booking system options as initially thought. The cost of constructing a website would be approximately £1000-1500 with a recurring hosting fee of about £10 a month.
Actions - Possibility to find a local web-developer who may do in a reduced/no cost, possible council funding (JC will look into these options). JJ will speak to Grewelthorpe Village Hall to find out what they did.*

- **Dish/glass washer – PCK**
PCK has done a summary of the options, and this will be circulated after the meeting. MC reported that he has seen an option up and working in a pub and this is now the preferred option in terms of price and user feedback. Purchase price will be £1000 plus instalment (although this is thought to be minimal because of existing utilities). Actions - JC proposed agreeing the purchase at this cost and the committee unanimously agreed. PCK will now take this forward.
- **Internal signage - CR**
CR showed examples and sizes - specifically no smoking with or without vaping included. Committee unanimously agreed to included vaping in the no smoking notices. CR will purchase (approximately £10 cost) and put up.

3. Village (KM and Laverton) Resilience Plan / Emergency Rest Centre

PCK updated the committee after attending the meeting on 12th December. No decisions as yet but felt that our proposal for being warm hub and having a generator for this was not going to move forward at this point. JC asked for the item to be removed from future agendas until we have further information.

4. Constitution sub-group – minutes of single item meeting 05/01/23 attached.

5. Maintenance Issues:

Equipment Storage - stage clearance & shed – date to do this to be arranged.

Assets inventory – not discussed - ongoing MC & JA

6. Correspondence: None

7. AGM 16/02/2023

Chair's report, agenda, notices, and any nominations need to be available one month prior to this. Trustees and Officers reminded they must make their intentions for the next year known by the next committee meeting (06.02.23)

MCR will prepare AGM and coffee morning posters & the AGM agenda.

JC will prepare Chair's Report. He made it clear to the Committee that he is standing down as chair but also that if a new chair is not appointed he will also resign as a trustee.

Membership coffee morning was arranged for 10-12 o'clock Saturday 25th February

8. Treasurers Report: December & End of year (BP)

December

- *BP presented the latest accounts and headline points which were generally positive and noting a surplus of £1410 last month. Good bookings income continues, and bar takings are good at events.*
- *Possibility to pay fuel bill monthly – BP*
This option is NOT available to business accounts, only domestic, so we cannot do it.

End of year

- *Jeremy Halliday has agreed to conduct the Independent Accountant's Report (IAR)*
- *BP pointed out that it costs £18k to £20k per annum to run the building and that therefore this should ordinarily be covered by the Members subs, entry fees, hall hire/usage and grants, and that this should be considered when setting charge rates.*

9. Bookings and Events:

Bookings - *JJ had circulated a list of the upcoming bookings prior to the meeting – thank you. Quite a few external hall bookings coming through for music performances.*

BP asked for clarification about bar charges -

Currently no charge for an external booking having a bar as the MI generates income from sales. This was discussed and suggestion made that having a bar should be a separate charge as bar sales income can be variable. It was noted that if the current situation is to be changed it will need to be addressed at the AGM.

JJ asked about room charges for a local charity event – Kirkby in Bloom. Committee unanimously agreed not to charge for this booking.

Events Team (ET) – *Those present went over the upcoming events and secured trustee volunteers for the January/February events and will circulate a list / electronic copy of the updated events staffing document to Trustees.*

- *Some events still need more volunteers and JM will approach people (non trustees) who have offered to help*

KM Gala 2023

Not discussed

10. Committee Officer's upcoming holidays that need cover

- *JC away during Jan/Feb GM and PCK agreed to act as co-deputy chairs and be point of contact whilst JC is away. JC to put out of office note on KMMI email to give enquiries a point of contact.*
- *BP also has holiday coming up – he will ask JA to cover his role.*

11. Any Other Business:

BP – has been approached by David Fielder and asked if the MI would be attending his planning permission appeal in regard to the former Henry Jenkins pub.

Interested individuals may attend but the committee reiterated their neutral stance on the matter.

12. Date of Next Meeting:

Pre-AGM Committee Meeting 7.30pm Monday 6th February 2023

AGM 16/02/2023 – followed by Committee meeting so no earlier Committee meeting in March