

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 6th February 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Acting 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)

Geoffrey Berry (GB)

Anni Hill (AH)

Also present - NA

Apologies:

John Collins (JC) - Chair, Janice Attwood (JA), Pam Collins (PC)

1. Minutes of the Meeting 9th January 2022

Accepted – AH & JJ

2. Matters Arising from Previous Minutes:

• **Snooker Lights/latest update – MC**

New lights were fitted 23.01.23.

MC passed on the S&B Club thanks to the MI Committee for their support and help in the matter of replacing the snooker table lights.

There are some issues – reflection on table sidebars that have now been sanded off in an attempt to reduce this. Shadowing – this was expected and present with the previous systems. Dazzle – also a previous issue. Concerns about the suspension of the lights and an LED ‘buzz’. The S&B committee has discussed these in a minuted meeting - MC will forward the minutes to MCR to circulate to the MI Committee.

MC will update the MI Committee of any more developments after the next S&B meeting.

Potential refund on the last lights (now taken down) – writing a letter to Jacksons was discussed, BP has drafted one. After some discussion it was agreed that there was nothing to lose by this approach and the majority voted to take this forward. In the event of this being unsuccessful MC raised the possibility of selling the now redundant lights.

Action BP & MCR to complete letter and report back at the next meeting.

• **Future Membership status of the Snooker Club – MC**

No final decision yet, but was provisionally discussed at the last S&B club meeting and the initial thoughts were to be a Section within the MI. MC will update the MI Committee at the next meeting.

• **Electronic booking / website update - JJ**

Update – Decision process still ongoing.

Email from JA after discussion with Jane Askut and outlined the pros and cons of KMMI using the Kirkby Malzeard Community website. The email highlighted the website is shortly to have a major update and that it also has the potential to provide a booking and payment system. GM and the committee praised the detailed and informative email from JA.

As RH could not attend he sent an email prior to the meeting -

I have recently received an email from our contact with Grewelthorpe website with additional information to read through and will be getting a better read from them soon.

Online booking: believe there is consensus from previous meetings that MI would benefit from an Online Booking system. My vote would be to proceed with either Midas or Hallmaster, as they are mature and proven solutions with full tech support available. Pending the further discussions with Gthorpe, Jane and I can work with both to fully explore and determine which is the best option.

Website: based on Janice's engagement with Jane A and deep-dive into the Village Website, continuing to use (and possibly expand) the Village Hub as our "website" seems a reasonable approach - presuming it can serve as a "launching point" to the professional online booking system we select (Midas or Hallmaster).

I am not in favor of relying on the Hub for our online booking or payment solution, as I believe those elements of the Hub are not yet proven, much less had the bugs worked out. No desire to be a guinea pig for that process.

Actions – RH & JJ to continue to assess the options with the intention of not making a final recommendation until the Community website is updated and can be reassessed.

- **Glass washer – PCK**

The glasswasher has now been fitted. A safety and instruction notice is being written by PCK.

GM – thanked Tony Biddulph for fitting the glasswasher at no charge to the MI.

Key points for using it –

Glasses only – nothing else.

Takes 30 minutes to heat up but then only takes 2 minutes to clean the glasses.

Glasses are very hot and dry themselves.

A small number of people will be trained to refill detergent and rinse-aid as these are potentially dangerous chemicals and must be handled correctly. Trustees and volunteers helping with the bar will be given an introductory training session into general use of the glasswasher from PCK.

- **Internal signage – CR – Completed**

3. AGM

Current Trustee's intention of continuing or not continuing as a Trustee

JC – Stepping down as Chair and Trustee

PC – Stepping down as Trustee.

All other Officers and Trustees are remaining.

Currently no nominations for the vacant post of Chair, or any new Trustees. The position of Chair was discussed, and individuals are considering a shared role.

GM will contact JC and get him to document what he currently does in the role of chair so this can be discussed at the next meeting with the hope of helping the person/people taking over but also potentially identifying tasks/jobs that could potentially be covered by other trustees so making the role more manageable and less daunting.

**Brief check of preparations – Agenda & Notices have been done
Nominations for Trustees and Officers.**

Action - MCR will compose a notice for the Village website and KM Facebook page to attempt to attract more potential Trustees

4. Treasurer's Report – BP

BP Shared the End of Year financial statement for 2022 with the Committee. The Independent Accountant's Report (IAR) is almost complete, and the statement will be presented at the AGM.

Buildings Account – As previously agreed BP has started to move the funds into a 95-day notice account that earns 3% interest.

January

- **BP presented the latest accounts noting a surplus of £721 last month.**
- **Receipts were £3598 the major contributions being from hall hire, bar receipts, and entry and table tennis club fees.**
- **Payments were £2877. There were significant one-off payments out – glass washer purchase & snooker light replacement, and the regular costs of electricity, insurance, and caretaker/cleaning services.**
- **Individual events such as The Hyde Family Jam were highlighted as large income generators for the MI**

5. Bookings & Events:

JJ - upcoming bookings list circulated prior to the meeting – Winter Wilson on 18th Feb was highlighted.

On the back of hosting several successful music acts the MI has been approached by more performers - Gaelforce and Neatloaf as a potential venue. JA is responding to the emails and will liaise with JJ about booking dates.

Events Team – GM & AH

GM went through upcoming events secured volunteers for March/April

KM Big Weekend (Gala) 16th & 17th June

- **Children's Disco on Friday night – all present agreed that MI would host now this – previously thought to clash with a Music night but does not.**
- **Float for the gala parade – AH has experience doing this and was asked to lead on this.**
- **It was agreed that MI Trustees involved in the event meetings will feed back to the MI Committee at each of our meetings.**

6. Maintenance Issues:

One of the stage doors, previously removed, is missing. No one had any idea where it was. Action - PCK will investigate the cost of a replacement.

Stage lighting CR raised concerns about the safety of the current stage lighting / rig. It needs assessing and probably replacing. It has not been looked at recently as there hasn't been any players/panto performances in recent years. This is now a much more urgent issue as we are getting a significant rise in acts hiring the hall who will want to use stage lighting.
Action - CR agreed to investigate the cost of replacing the current set up.

Drinks Hot water boiler is broken – PCK will look at it and cost up a replacement if needed.

- 7. Constitution sub-group – ongoing, GB has offered to join this group.**
There was also request to ask JC if he would consider still supporting this work going forward.

8. Correspondence:

Energy bills discount scheme – JA email could we be eligible?

Action - BP will look at the email and report back to the Committee.

- 9. Committee Holiday cover needed for March – BP has spoken to JA to cover any Treasurer's duties while he is away.**

10. Any Other Business:

Teapot (kitchen cleaning responsibilities) – MCR

WI has reported finding mouldy teabags in a teapot in the kitchen. This is of course a health and safety concern.

Action – Agreed we need a notice reminding all users of the need to check and wash any used kitchen items

Toys under the stage to be donated to pre school for them to sell. Suggested to Sam Carson that she can sell them on the Pre School playgroup and School 'Recycling' stall at the Kirkby in Bloom's Green Day event on Saturday 11th of March – Agreed

2022-23 Local Organisation Grant application form – from Parish Council

The suggestions pump priming paid admin as community coordinator, funding for booking site/website and work to improve the rear outside area (PCK) were discussed.

GB informed the Committee that funding a paid admin was not something that the grant could be used for, also those members present did not feel a paid admin was something the MI wanted.

The website/booking system plans are not far enough forward to be used.

There are no current plans or costings for improving the outside area that could easily be submitted at this point.

Consequently, all these ideas were dismissed.

It was then suggested that the cost of replacing the stage lighting was a potential option. After discussion it was unanimously agreed to apply for a grant for this.

Action - CR with help from GM will get the costings and complete the grant application (closing date on 20th Feb 2023)

11. Date of Next Meeting:

AGM 7pm 16/02/2023 – immediately followed by next Committee meeting.