

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 16th February 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Chair

Paul Cookson (PCK), Malcolm Constantine (MC) - Maintenance Co-ords,

Mary Crawshaw-Ralli (MCR) - Secretary

Bryan Poole (BP) – Treasurer

Janice Attwood (JA) & Anni Hill (AH) – Events Team

Mike Smith (MS)

Clive Robson (CR)

Geoffrey Berry (GB)

Ric Hill (RH)

Also present - NA

Apologies:

Jane Johnson (JJ) – Booking Secretary, Anni Hill (AH) Events Team, Emily Roberts (ER)

1. Minutes of the Meeting 6th Feb 2022

Accepted – CR & GB

2. Matters Arising from Previous Minutes:

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

New lights were fitted 23.01.23.

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

Potential refund on the last lights (now taken down)

Action BP & MCR are working on a letter MC to review work so far before sending.

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

No final decision yet, to remain as a Section within the MI at present and in terms of membership fees. MC will update the MI Committee at the next meeting.

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

Update – Decision process still ongoing.

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.

- **Grant Application – Work in progress CR & GM to be submitted by 20/02/23.**

3. Treasurer's Report – BP

BP - January covered at last meeting (06/02/23) and Annual report was covered at the AGM

4. Bookings & Events:

Discussion about reviewing the guidelines for bookings and the hall capacity for different types of events. The events team are planning a meeting to discuss these issues and will report back to the next committee meeting.

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 & JA

GM went through any gaps that needed covering in the upcoming events for March/April

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

- *Music night confirmed for Friday night.*
- *Float for the gala parade – AH taking this forward.*
- *It was agreed that MI Trustees involved in the event meetings will feed back to the MI Committee at each of our meetings.*

5. 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 the committee is awaiting the outcome of grant application to replace these lights.

Drinks Hot water boiler is broken – PCK is looking into a suitable replacement. Initial costs appear to be around £550.

6. Constitution sub-group – ongoing,

Although no longer a trustee John Collins (previous Chair) has agreed to continue to support this work as needed.

7. Correspondence:

Letter from Brian Wensley – the content was discussed and agreed the MCR would send an acknowledgement that it was received and discussed.

Free events listing service on Visit Harrogate website – JA to follow up and report back at next committee meeting.

Energy bills discount scheme –

BP reported that it is only for domestic customers, so the MI is not eligible

8. Committee Holiday cover needed for March – JA has agreed to cover any Treasurer's duties while BP is away.

9. Any Other Business:

DBS needed for Table Tennis sessions.

Ian Fraser had brought to the attention of the committee that there were now some unaccompanied young people attending TT sessions and wanted clarity as to whether he needed a DRB check and how that would be arranged. MCR has emailed AH about the current arrangements for the Youth Club.

Action – MCR to follow up with AH about DRB. She will also check what support/training is available from Community First Yorkshire

Next year's membership fees

This was discussed and agreed –

Social member £15

Snooker section membership an additional cost of £25

To play snooker/billiards you have to be a social member of the MI and pay an additional £10 S&B fee making the total of £25

It was noted that this is an increase in the membership fee, the first increase for many years, but it was accepted that this reflects the increased cost of running and heating the hall.

To make this increase more acceptable and to encourage everyone to renew their membership the committee agreed to start a discount scheme for members who attend MI organised events such as Quiz and Music nights. From May the price for MI events will be £5 but will be discounted to £4 for members.

Coffee morning

For new and renewing membership & an opportunity to show what happens at the MI.

- JA is organising with help from JM & MCR
- Poster / application form / and display
- BP to create running cost pie chart for display
- MCR to update membership spreadsheet and email out to existing members about the coffee morning and 2023 membership.
- JA to Recreate the easy fund-raising info poster for the coffee morning and then to go on the MI notice board.
- MCR & JA to register members at the Coffee morning. GM will coordinate the day and organise refreshments.

Trustee poster – now needs updating to reflect the current people on the committee – GM to do

10. Date of Next Meeting:

7.30pm 08/03/2023