

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 8th March 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Chair & Events

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

Mary Crawshaw-Ralli (MCR) - Secretary

Jane Johnson (JJ) – Booking Secretary,

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

Mike Smith (MS)

Clive Robson (CR)

Geoffrey Berry (GB)

Also present - NA

Apologies:

Bryan Poole (BP) – Treasurer, Ric Hill (RH)

1. **Minutes of the Meeting 16th Feb 2022**
Accepted – MC & AH

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

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

Nothing to report. MC continues to monitor the situation and will update the MI Committee if necessary.

Potential refund on the last lights (now taken down)

Action MC & MCR are working on the letter written by BP - MC to review work so far before sending – still in progress.

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

Update – Decision process still ongoing.

Actions – RH & JJ to report at next meeting

- **Grant Application – CR & GM informed the committee that the MI has been awarded a grant of £1000 towards replacing the stage & hall lighting. GM thanked CR for his work on this. Discussion of options going forward in maintenance section.**

- **Membership MCR raised the issue of membership and that not all previous members had been able to attend the coffee morning to re-join. It was agreed that there should be other opportunities to join e.g., next music and quiz nights. MCR offered to do this. There may also be an opportunity to attend other regular activities such as the TT groups.**

Also, JA will put a post about membership up on the FB page and MCR will send an email to people on last years list encouraging them to get in touch and re-join.

The issue of snooker membership was also discussed as it initially appeared that only a small number of members who pay the snooker supplement appear to have re-joined. MC – a snooker playing trustee, explained that historically many players had simply given their combined fee to the team captain and not filled in a

membership form. This has possibly led to the current situation where there isn't an accurate list of snooker playing members or their details.

It was agreed that as a section of the MI the Snooker and Billiards club players need firstly to be a social member of the MI and then pay a S&B supplement (currently £10) to use the facilities at the MI.

There was a discussion about how best to get the S&B players to complete a social & SB membership form. MC has offered to message S&B captains and members and explain the situation. MCR and GM have offered to attend club match nights to facilitate membership. The option of changing the lock and issuing new keys to fully signed up members was discussed. It was agreed that this option would be held back at present to allow the S&B members a period to join in line with the new arrangements.

- *DRB needed for Table Tennis sessions.*
MCR has enrolled on a course from Community First. She is also going to contact Peter Saxton, Heather Clark, and Linda Moore from the Youth Club to find out about their arrangements.

3. Treasurer's Report – BP

JA – presented BP's report for February. There is a Year-to-date surplus of £1516.56. The TT table has been purchased by Iain Fraser – more than half the cost was eventually covered by contributions from people attending Iain's TT sessions. GM thanked JA for covering the Treasurer's role while BP is away.

4. Bookings & Events:

Bookings –

JJ raised the issue of current venue charges and whether they needed to be increased in line with recent increases in running costs / inflation. It was agreed that JJ will do some benchmarking so we can compare our prices to that of other local venues.

JA raised the possibility of having different charging arrangements for different events, for example charging for hall booking alone or a 30/70% split in ticket sales. It was noted that the two Bad Apple events had been agreed on the latter basis. There was no agreement about this, but concerns were raised in terms of over-complicating the booking system and the fairness, practicalities of administering, and management of such a two tiered system. This will be re-visited at the next meeting that JJ presents the venue charges benchmarking she has done.

MCR raised the point, and it was agreed, that the hourly booking costs should always include set up and pack up times.

JJ reported she had been approached about the possibility of hiring out MI tables and chairs – this was discussed and unanimously decided that we would not do this.

Events Team – GM/ JA/AH/ER

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

Next music night clashes with Easter Good Friday – it was agreed to move the evening to Saturday 8th April.

August music night – cancelled last year but has been requested this year. Agreed it would happen.

KM Big Weekend (Gala) 16th & 17th June – no update GM to attend the next meeting.

5. Maintenance Issues:

Stage door replacement, GB has offered to provide a door. CR will fit it.

Stage lighting

CR presented an assessment of the replacement options. This included the possibility of improving hall lighting. The current stage lighting is above the needs of the MI but the hall itself does not have a modern, flexible, energy efficient system. A replacement system for both the stage and hall could cost about £8000 so this this potential investment needs further researching. CR noted there are positive notes – the existing ‘hard wiring’ of the stage lights does not appear to need replacing/updating and this is often an expensive component of a lighting system. Also, some of the old lights have a resale value so the MI could get some money back on this.

Action – CR to continue to research the options are report back to the next meeting. GM thanked CR for his continued work on this important project.

Hot water boiler replacement – PCK presented the final option - costs is £400 + fitting. Tony Biddulph has kindly offered to fit it. Committee were happy to proceed with this.

Glass washer – JA highlighted that baskets drip when taking them out of the machine and to the bar, and this is a potential slip hazard. Current trays are the wrong size. PCK to source and purchase trays to fit under baskets to catch the drips.

Shed door – has been buckled and bent in the recent storms. Replacement cost for door and casement is £882. CR has approached the insurance company who are currently refusing to pay any claim based on the MI policy not including accident cover and local reported wind speeds were insufficient to claim storm damage. CR is still in discussion with them. PCK suggested contacting the Insurance Ombudsman. Currently the door has been secured in place, and the content is still accessible through a side door. Initial plan is to further secure it until a decision is reached. CR to update at the next meeting.

Stair rail – JA has requested that a rail is fitted to the stage access stairs. This was discussed but may not be possible may need to be grab rails. MC will investigate.

Under-stage cupboard – JA reported that it is current held closed with a piece of cutlery. MC will assess and fit a proper closure.

Hand sanitisers – not working. Agreed we should continue to have them. MC to check and re new batteries.

6. Constitution sub-group – Next meeting 15/03/23. Will report to next committee meeting.

7. Correspondence:

Letter from Marquis Stevens – issues with access to chalk and match balls in snooker room. Agreed this would be passed to the snooker committee to respond. MCR to respond to MS and explain. She will email Alan Brownlee (AB) and copy in MC/GM.

Free events listing service on Visit Harrogate website – JA ongoing

8. Committee Holiday cover needed for April – non required.

9. Any Other Business:

Easy fund-raising MCR requested JA send her details of the poster from the coffee morning so she could email members about the scheme.

10. Date of Next Meetings:

To return to first Monday in the month but not possible for next couple of months because of BHs. Next dates -

April 12th 7.30pm

May 10th 7.30pm