

**Kirkby Malzeard Mechanics Institute
Trustees Meeting 12th April 2023**

Minutes

Present:

Committee

Gerry Mass (GM) – Chair & Events

Bryan Poole (BP) – Treasurer,

Malcolm Constantine (MC) - Maintenance Co-ord,

Mary Crawshaw-Ralli (MCR) – Secretary

Ric Hill (RH)

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

Mike Smith (MS)

Clive Robson (CR)

Geoffrey Berry (GB)

Also present - NA

Apologies:

Paul Cookson (PCK) - Maintenance Co-ord, Jane Johnson (JJ) – Booking Secretary,

1. Minutes of the Meeting 8th March 2023

Accepted – MS & ER

2. Matters Arising from Previous Minutes:

• **Membership 2023 – inc Snooker & Billiards group issues**

MC has secured a significant number of forms and fees for the S&B members. MCR will update the membership info.

There has been a complaint letter sent to the MI secretary about use of new sets of balls. MC explained the current situation to the committee. Two sets of balls have been purchased (£263) but these are currently being kept for league matches. GM felt that as S&B are currently a section of the MI, the MI should provide equipment, and this would include balls. If this was done the MI committee would expect the S&B section to make the balls available to all SB members, always. GM also highlighted that historically the MI committee had also paid teams S&B league fees. Both these points were discussed by the committee. It was felt that if the S&B remain a section the MI would pay for the balls (as equipment) but would not contribute to individuals league fees as this would not be equitable for all those people paying the S&B fee. The S&B section are due to have a committee meeting and then an AGM. MC and GM plan to let the S&B committee know about the decisions regarding balls and league fees. The understanding is that the S&B members will have the opportunity to discuss and vote about remaining a section or becoming affiliated at the AGM. GM and MC (along with other MI committee members who are S&B members) plan to attend the S&B AGM and feedback to the MI committee.

• **Snooker & Billiards lights refund**

Potential refund on the last lights (now taken down). MC has not been available to look at the letter BP wrote. He will now give it some consideration and liaise with MCR to draft and send a letter.

• **Electronic booking / website update -**

JJ was not present at the meeting. RH is continuing to assess the options with the intention of not making a final recommendation until the Community website is

updated and can be reassessed for useability and compatibility with booking systems.

DBS needed for Table Tennis sessions – MCR has spoken to Peter Saxton, he informed her that they do not organise this individually, they are part of a North Yorkshire Youth Club organisation who are responsible for doing the checks. PS suggestion was initially to ask Ian to check what the set up is for TT clubs and whether there is an option to arrange something through them. TT England has a process for assessing whether someone needs a DBS check and use a recommended provider for this (First Advantage). For volunteers there is an admin fee.

MCR has also considered if the MI would be classed as an organisation and could request / fund a DBS check themselves. She plans to ask when she attends the Community First DBS training session. She will feedback at the next meeting.

Venue charges

Benchmarking with other halls/ two-tiered booking system

JJ was unable to attend this meeting and requested this point be discussed at the next meeting.

3. Treasurer's Report – BP

BP – presented the report for March and provided a first quarter summary for the minutes folder (in the coffee room and website).

The figures are increased from the same period last year. BP highlighted the receipts include this year's membership fees, bar takings and contributions from the TT section and events.

The TT table has been purchased by Iain Fraser – the final cost to the MI was approx. £40 thanks to TT section contributions.

The kitchen water boiler has been purchased and will be fitted shortly.

Discussion about insurance renewal – BP produced a detailed analysis of quotes (3) he has acquired as comparison for the current insurer. All quotes were on a like for like basis. Current provider is Ansvar.

- Ansvar - £2685(with LTA for 2 yrs), £2822 without LTA***
- Markel - £2305***
- Endsleigh - £1923***
- Zurich - £885***

The Committee unanimously agreed to go with the Zurich quote. BP highlighted to the committee that all policies included the need for the MI to have up to date policies and processes in place. E.g., Risk assessment, health and safety and checking that hirers that are organisations have their own public liability insurance in place.

4. Bookings & Events:

Bookings –

Prior to the meeting JJ circulated the upcoming bookings.

JJ also informed the committee that The Highside Singers have requested a bar for their concert on 29/04/23, this will require volunteers to run it.

JJ also asked the committee to decide if we should invoice Kirkby in Bloom for the hire of the hall for the green day booking or ask for a donation. The committee decided by majority to invoice them.

Events Team – GM/JA/AH/ER

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

Bad Apple Theatre – 29/04/23 – JA raised concern over the low number of tickets sold so far. Flyers are still being distributed around the village and it will be promoted on FB etc. Also, the event banner needs to be put up – JA & GM to do this. The clash with a music event at the church has now been resolved so this may also help.

Children's Disco 16/06/23 - JJ volunteered for the bar in advance.

KM Big Weekend (Gala) 16th & 17th June – no update GM/JA attending the next meeting so will update the committee at the May meeting.

5. Maintenance Issues:

Stage door replacement, CR is fitting it – in progress.

Stage lighting

CR is continuing to research the options are report back to the next meeting.

Nigel Robertshaw has offered the use of his lighting for music night. MCR to draft a thank you email.

Hotwater boiler replacement – Has been purchased. GM is speaking to Tony Biddulph to arrange fitting.

Glass washer – PCK to source and purchase trays to fit under baskets to catch the drips – ongoing.

On a couple of occasions those helping on the bar have noted foam on the glasses at the end of the cycle. MC will investigate this.

Shed door – Currently the door has been secured in place, and the content is still accessible through a side door.

Stair rail – CR has purchased and it will be fitted when he is able.

Under-stage cupboard – MC has fitted a proper closure.

Hand sanitisers – MC – in progress

- 6. Constitution sub-group – S&B group has been approached re their status – currently a section but have the option to become affiliated. The options have been outlined to Andrew Brownlee and he has come back with some costing questions. BP to look at these. S&B group are arranging a committee meeting then an AGM to discuss and vote on the choices.**

7. Correspondence:

Free events listing service on Visit Harrogate website – JA ongoing – will look into it for the next meeting.

- 8. Committee Holiday cover needed for April/May – committee member's holiday plans shared with trustees.**

9. Any Other Business:

GM reminded the committee that when volunteering for the bar you need to arrive reasonably early to set up and, that the ice machine needed to be put on 3-4 hours in advance (although not necessarily by the people running the bar).

The suggestion of having guides for events was brought up. JA has already done a great deal of work on some guides. MCR will have a look at these and consider how it would best to present and access these, so all trustees and volunteers make best use of them.

10. Date of Next Meetings:

GM said it is planned to return to first Monday in the month, but this can be discussed at future meetings. Next dates couple of meeting dates need to avoid upcoming Monday BHs.

Wednesday May 10th 7.30pm

Thursday June 8th 7.30pm