

**Kirkby Malzeard Mechanics Institute  
Trustees Meeting 5<sup>th</sup> October 2023**

**Minutes**

**Present:**

**Committee**

*Bryan Pool (BP) - Treasurer*

*Mary Crawshaw-Ralli (MCR) – Secretary*

*Malcolm Constantine (MC), Paul Cookson (PCK) - Maintenance Coordinators*

*Jane Johnson (JJ) - Bookings*

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

*Geoffrey Berry (GB)*

*Ric Hill (RH),*

**Apologies:** *Clive Robson (CR), Mike Smith (MS),*

**Others also present - NA**

**1. Minutes of the Meeting 30<sup>th</sup> August 2023**

*Accepted – JA & GB*

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

- **Gerry / Chair Vacant position/cover**  
*Since the last meeting Chair of the Committee Gerry Mass has permanently resigned both as Chair and Committee member.  
The Committee thanked GM for her long and tireless work for the MI. In the short-term MC to organise flowers/plant and card. Plan for a party/celebration of thanks to be arranged when GM is able.  
The Committee discussed this and how to manage the current situation. PCK kindly offered to act as Chair on a temporary basis, until the AGM. This was unanimously supported by the Committee.*
- **Update from S&B presentation**  
*Minor refurbishment (Blinds & painting) – AB (S&B Committee) confirmed he is getting quotes, and the plan is to get blinds in situ for Spring next year. They are also arranging the room painting.  
External door & sign – discussion as to whether planning permission will be needed. JA has done some research and thinks not. Final decision at the next meeting. MC also suggested illuminating the glass etched sign above the door. MC will look into this and get costings. Committee also agreed a design and size for the internal door from the bar area to the S&B room.  
Potential refund on the previous lights – no word from installers, MC will attempt a final call. If this is unsuccessful the Committee will look into selling them via online marketplace site eg eBay/googlemarket.*
- **Electronic booking / website update (ongoing)** – *Midas system trial No feedback as of yet. RH & JJ to report back at the next meeting.*
- **Decorating quotes** – *PCK – one from Lee Tomlinson previously MCR sent to PCK. Still need a second quote – PCK has emailed local decorator Gary Carson and is*

*awaiting a quote, because of winter weather will now need to be scheduled for the Spring.*

- *Asset inventory has started (CR, ER with JC). Large amount of paperwork in the office. Committee discussed the possibility of trying to sort through this and get rid of any obsolete paperwork. Some degree of caution is needed with constitution work still in progress. MCR offered to support PCK with this when needed.*
- *Volunteering – (ongoing but on hold) MCR & RH to look into this once the electronic doc storage and Trustee mail group issues are resolved. Events Team have requested a copy of the current membership as this includes those who expressed an interest in volunteering. MCR to send password protected spreadsheet.*
- *Electronic document storage – (ongoing) RH & MCR Google drive has been set up and MCR is transferring secretary documents onto it. Trustees Group email has had some teething problems with some trustees unable to access. RH looking into this*
- *Loan of MI equipment – RH resent loan agreement example to JA. JA hopefully will present amended version for discussion at the next meeting.*
- *Projector - WI have purchased one. They have kindly agreed to lend it to the MI if needed for a donation of £10 per occasion (as was the previous arrangement with the WI).*
- *Health and safety and risk assessment policies – CR has created an overview document for the MI. The need for individual risk assessments for different activities that go on in the MI and how these could be conducted was discussed by the committee. External bookings were responsible for their own risk assessment in terms of the activity they will be using the hall for, so the website hall booking information should inform the hirer of this. Events run by the MI (eg music/quiz nights, table tennis and S&B) would require the MI to complete a risk assessment for those activities. To do this we need to create a set form for this and agree a person to complete each one. CR not at this meeting so plan to review and discuss at next committee meeting.*
- *Email from Pippa Manson in regard to the Emergency Committee.– PCK to try and speak to her about this and report back to the committee at the next meeting.*

### **3. Treasurer's Report – BP**

- *Payments out - Normal ongoing establishment costs, expenditures include renewal of the PRS music licence, this has increased due to the increased activity at the MI. Income – usual activities/income.*
- *BP reported a changed situation regarding cash banking. Evidently, we can no longer bank cash without a personal debit card, other than directly at our Virgin Money branch in Harrogate, which is inconvenient. The meeting agreed that BP be authorised to apply for a business account debit card in his name, by submitting the appropriate application forms. In the meantime, BP is authorised to bank any cash receipts into his personal account and transfer the amounts banked into the Society's account via bank transfer.*
- *It was further agreed that BP update the banking mandate, removing any resigned trustees, and adding JA in their place.*

- *On a separate point, following a review of our financial controls within the organisation, it was agreed that GB be authorised to access the bank account via on-line banking on a view only basis. This is to allow independent review of our financial transactions."*
- *Electricity account renewal – 1yr Fixed deal with British Gas light now in place – will commence from April 2024.*

#### **4. Bookings & Events:**

##### **Bookings –**

*Prior to the meeting JJ circulated the upcoming bookings for October.*

*JJ also updated the Committee about some extra bookings and planned events*

*Private Party (have requested a bar) – 11<sup>th</sup> November*

*Yorkshire Vintners cheese & wine evening – Saturday December 2nd*

*Celidh – January 20<sup>th</sup> 2024*

##### **Events Team – JA/AH/ER**

*JA went through any volunteer gaps that needed covering in the upcoming events for October/November. She will distribute this list to Trustees.*

*Gaelforce (Celtic rock band) are booked for 14/10/2023*

*Halloween Disco 31/10/23*

*Further discussion about events highlighted the need for more volunteers rather than relying on the Committee. As mentioned above - Events Team have requested a copy of the current membership as this includes those who expressed an interest in volunteering. MCR to send password protected spreadsheet so the events team can approach individuals who have expressed a wish to help the MI.*

#### **5. Maintenance Issues:**

*Lighting refurbishment – In progress update the committee at the next when CR is present re quote. JJ to ask John Lockwood to review the quote for an independent opinion.*

*New fridge-freezer for the kitchen. MC to look further at all the options including the Samsung models, which he believes are the best and cheapest. PCK highlighted that the capacity of the unit needs to be considered because some of the cheaper units have a much smaller volume.*

*Guttering leak – in progress.*

#### **6. Constitution sub-group – PCK updated the committee. Still some issues with confirming which constitution is actually registered with the Charity Commission (CC).**

*The sub-group is currently trying to establish which version of the Constitution the CC currently accept as being formally registered, (The original dated 1852 or the amendments and changes to the 2000 document accepted by the CC as Bye Laws and confirmed by Jo Maguire (Charity Commission Direct) in an email to Neil Frazer (dated 1 December 2010)).*

*Before continuing we also need to confirm that due process was followed as there is a concern that the 2010 document changes were not signed off by the members and the reference to a minor change requested by the CC regarding the power of amendment, may be missing.*

*For the benefit of the wider Committee PCK outlined his understanding of how we make changes to our Constitution based on the requirements listed under Part 11 of the Charities Act 2011. PCK advised the Committee that finding the documentation will allow the group to see what we need to comply with regarding objectives and powers etc. He also warned that if evidence of approval of the 2010 documentation cannot be found, we may need to re-start the process of updating the constitution using the 1852 Constitution as the starting point.*

*The plan going forward is to locate the following documents*

- *The 2010 completed Constitution document.*
- *Minutes from an Extraordinary meeting that confirms membership approval of above document.*
- *A copy of the Vesting Land Pack (this may be something that the CC have a copy of).*
- *A copy of the 1852 Constitution*

*MCR agreed to help PCK look through old paper minutes in the office. In the event of not finding it, the re-writing of the constitution may have to re-start.*

*The Committee thanked PCK for his continued work on this complex and time-consuming task.*

**7. Correspondence: Non**

**8. Committee Holiday cover needed for** – committee member's holiday plans *were shared with trustees and cover agreed.*

**9. Any Other Business:**

*JJ informed the Committee that Ian Kitchen has offered the MI a pool table. This was discussed but as there is no obvious place to put it the kind offer was declined.*

**10. Date of Next Meetings:**

*Next meeting 7.30pm Tuesday 7<sup>th</sup> November.*