Kirkby Malzeard Mechanics Institute
Trustees Meeting 24th April 2024

Minutes

Present:
Committee
Geoffrey Berry (GB) - Chair
Bryan Pool (BP) - Treasurer
Mary Crawshaw-Ralli (MCR) – Secretary
Jane Johnson (JJ) – Bookings Officer
Malcolm Constantine (MC) Maintenance Coordinator
Ric Hill (RH)
Janice Attwood (JA), Emily Roberts (ER), Linda Moore (LM) – Entertainment group

Apologies: *Emily Roberts (ER), Ric Hill (RH)*

Items

1. ***Minutes of the Meeting 27th March 2024***
   Accepted – BP & GB

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

   - *Clear Out day? **JA** – We need to look at the office/kitchen/under stage/stage/shed. Date confirmed - Friday 10th May 3-5pm followed by* 'h*elp yourself event*' *in the main hall - Saturday 11th 11-2.*
     We need to ask interested parties to look at these areas and advise us what is actually needed/being used and what is redundant and could be got rid of (Josie for the kitchen / Peter Saxon for the Youth Club / ? WI representative / Kirkby Players)

   - *Stage Lighting refurbishment - **ER** sent an update email prior to the meeting -* '*still waiting to hear back from AV Matrix regarding the arrival of all the lighting parts they've ordered*'. *Should then be a visit from the company – final review/measure prior to installation.*

   - *Health and safety and risk assessment policies / H&S Plan / testing schedule - **MC** is progressing this and will report to the committee as things are organised.*

   - *Garden at the back of the Hall – **GB** presented some ideas and costings based on the original plan from **PCk. JA** highlighted that there are also some costings/photographs/a more up to date plan included in the grant proposal. The Committee decided to pause any further discussion of the details until we know if our bid has been successful.*

   - *Drama group –**LM** – preliminary planning of a* 'Kirkby has Talent' event with Youth Club. *Still trying to get in contact with Peter Saxton. **LM** to Feedback at next meeting.*

   - *Village Website – **RH/MCR - RH** not at the meeting. **MCR** will liaise with **RH** to try and get the website listing review done prior to the next committee meeting. Agenda item for the next meeting* – discussion about the 'bigger picture' *in terms of listings/websites/FB MI information and promotion of events*

   - *Moving donated planters – **JA & GB** to do once flowers have finished.*

   - *Loan agreement items – There was a discussion about this as it was felt that charging was not always appropriate for individuals, members and village/community groups. Commercial use and individual non-member use would be chargeable but village &*

community groups, and charitable and village events will be assessed on an individual basis; as a minimum would be asked to cover the cost of any breakages.

- *Potential Green Grant (Solar panels) – **RH no news** update rolled over to next meeting*

- *Hall Hire - rolled over from last meeting. Nothing to add.*

3. Treasurer's Report*: – **BP***

***BP** presented the receipts and payments account for March and the 3 months to date.*
A cash surplus of £2,619 was recorded for the month, making £6,230 for the year to date, compared to a surplus of £2,785 for the year-to-date last year.
Income for March was £4,777, with bar takings and entry fees the main drivers, following 4 major events in the month, including the highly successful 80's disco night, which was well attended. Members subs continued to come in (£375 in the month and £1,400 for the year). Hall hire was also buoyant (£894), as were activities (£557) and interest received (£120).
Payments amounted to £2,158, with bar stock purchases at £1,010, electrical repairs £296, and office expenses £237. Cash funds in hand amounted to £51,330.

4. Membership and Volunteers: – LM
***MCR** has updated the master copy and sent out an email welcome/membership fees email. **LM** and **BP** are reporting that membership fees are still trickling in w*here here isn't an email address *__LM__ is contacting by phone.*
***MCR** to email S&B section secretary for an update on their membership numbers, fees and contact details/membership forms.*

5. Bookings & Events:

Bookings – JJ
*Prior to the meeting **JJ** circulated the upcoming bookings for April/May. JJ informed the committee that there are still some issues with a small number of bookings where people start using or setting up earlier than their booking times. This is further complicated when the people* doing this didn't *make the booking themselves. Future bookings must always have to include all areas of the hall being used (e.g. kitchen) and include set up / rehearsal time to avoid bookings overlapping.*

Events Team** – **JA/ER/LM
***JA** Informed the committee of some upcoming events and went through upcoming events and secured volunteers. They will check and circulate this list after the meeting. Of note **ER**'s musical is at KMMI on the 1st June.*

6. Maintenance Issues:

- *Decorating quotes – update – **MC** to speak to **PCk***

- *New fridge-freezer for the kitchen – work has started.*

- *Shed door – In progress*

- *Bar lights - completed*

- *Creaking door – fixed*

- *Emergency lights – Need another quote – **BP and MC** to arrange*

7. ***Constitution sub-group – GB** no update - roll over to next meeting*

8. ***Emergency Committee. PCk** to continue and will liaise with MI committee as needed.*

9. ***Correspondence:***
   *Pre-school jumble sale hall booking - **JJ** still awaiting pre-school to come back with another date.*

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

11. ***Any Other Business:***

- *Snooker & Billiards Section - AGM/New Committee members*
  ***MCR** to contact previous secretary and get new Committee names. Request minutes of the AGM*

- *Snooker table baize and S&B room blinds*
  ***GB** reported he was approached by Milton Holgate and asked if the MI was going to pay for recovering the snooker tables and new blinds. **MCR** to contact new S&B Secretary and explain the procedure for requesting funds for improvements.*

- *Copies of Minutes*
  ***MCR** to remove and update file in the Coffee Room. Brief discussion about emailing members with approved minutes but no agreement to do this at present.*

12. ***Date of Next Meeting:***

Next Committee meeting 7.30pm Tuesday 4th June