Kirkby Malzeard Mechanics Institute
Trustees Meeting 4th June 2024

Minutes

Present:
Committee
Geoffrey Berry (GB) - Chair
Bryan Pool (BP) - Treasurer
Mary Crawshaw-Ralli (MCR) – Secretary
Jane Johnson (JJ) – Bookings Officer
Janice Attwood (JA), Linda Moore (LM) – Entertainment group

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

Items

1. ***Minutes of the Meeting 24th April 2024***
   Accepted – JA & LM

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

- *Clear Out day? **GB** – revisit*
  *Still a significant amount of stuff possibly not being used or where we have too much. 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 – need to speak directly to her / Peter Saxon for the Youth Club **LM** will speak to him / WI representative / Kirkby Players – **MCR or JA** can speak to the WI).*
  *Music equipment in the office has been looked at by John Collins and is no longer suitable for Music Night etc – donated by Andrew Bodie – **MCR** will compose a letter and ask if he would like it returned or if we can dispose of it.*

- *Stage Lighting refurbishment - **ER** not present. Will update at the next meeting*

- *Drama group/Pantomime –**LM** – Early work is happening to stage a pantomime in the village. Would want to use the MI. Probably March 2025. Pantomime group to liaise with JJ about bookings for performances and rehearsals.*

- *Copies of Minutes*
  ***MCR** has completed the update of the Coffee room file. **RH** has uploaded approved minutes onto the MI section of the village website.*

- *Village Website – **RH** not present will update at next meeting but he has revamped the MI section of the village website including up to date hall activities and booking information and also started to upload copies of previous meeting minutes.*

- ***Potential Green Grant (Solar panels)*** *– **RH** not present, update at next meeting.*

- ***Snooker table baize and S&B room blinds*** *– **MCR** updated the committee. She has emailed members of the S&B committee about MI committee members being approached directly about replacing the table baize. She also had a conversation with Carlos Ribeiro who confirmed the they were looking to do this. She advised him that there had been no formal contact about coming and presenting to the Committee. Both in the email and subsequent conversation **MCR** outlined the procedure for presenting a spending proposal to the MI committee, including consulting their S&B members and getting a minimum of two quotes. The MI Committee are now waiting for the S&B club to get back in touch once they have a proposal and quotes to present, with the potential for them to present at the next meeting if they are ready.*

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

3. Treasurer's Report: – ***BP***

***BP** presented the receipts and payments account for the month of May and the 5 months to date.*
A small deficit of £102 was recorded for the month, although on a cumulative year basis, the surplus remains healthy at £4,574.
Income in the month was lower than the monthly average at £2,425, with most areas slightly down. Members subs had all been collected at end of April, so none in May, and there were only two events in the month (Music Night and Quiz Night), so entry fees and bar takings were commensurately lower. Activities income was largely in line with the monthly average, despite no snooker lights money banked, as table tennis generated £335. Cumulatively, income is 15% up on last year.
Payments were a little higher this month, driven by a delivery of heating oil (£1,080), plus a catch up on the water rates of £404 - note, however that £332 of this catch up had been accrued at last year end.
Cash resources at the end of the month were £51,756.
June month will see a large cash deficit, as we will pay AV Matrix £9,500 for the stage lighting installation, the catering for the caretaker's party £450, bar stock £580 and the annual bar licence of £180.
***BP** reported that he has submitted the Annual Return and Trustees' Annual Report to the Charities Commission, which are now available to view online. With BP's imminent departure, it was agreed that **GB** would become the primary contact with **JA** the secondary.*
*It was further agreed that **MCR** be inserted into the bank mandate, and that **BP** be removed after June.*
Finally, the use of cheque payments was discussed. With the upcoming change of Treasurer (see AOB), the Committee made the unanimous decision to stop all cheque payments and use BACs payments only. Any individuals that we currently pay by cheque will be informed of the new arrangements.

4. ***Membership and Volunteers: – LM** updated the Committee. Making reasonable progress getting up to date details from members and developing a spreadsheet to populate for future events, and including member volunteers*

5. ***Bookings & Events:***

   Bookings – JJ
   *Prior to the meeting **JJ** circulated the upcoming bookings for May/June.*

   Events Team** – **JA/ER/LM
   ***JA** Informed the committee of some upcoming events and went through upcoming events and secured volunteers from the committee. Going forward **JA** will stop her involvement in organising and getting volunteers for events. **LM & ER** to mainly manage this going forward. **LM** will circulate the new events spreadsheet after the meeting.*

6. ***Maintenance Issues: (update email from MC).***

   - *<u>Decorating quotes</u> – Gary Carson has been approached and has kindly agreed to do the job (schedule permitting) at his previously quoted price.*
   - *<u>New fridge-freezer for the kitchen</u> – Awaiting kitchen alteration work prior to the freezer being moved from the stage and installed in the kitchen.*
   - *<u>Shed door</u> – update. Some concern raised that this still needs to be done, and in some part will help alleviate some of the storage issues. The new door is currently outside and has some evidence of rust developing. With **MC** now managing the maintenance issues by himself it was suggested that we ask Lee Tomlinson if this was something (with help from **MC**) that he could do. **MCR** will email **MC** and ask if he is happy with this suggestion and if we can approach Lee)*
   - *<u>Emergency lights</u> – Need another quote – **BP and MC** to arrange. No update on this – roll over to next meeting.*

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:** None*

10. ***Committee Holiday –*** committee member's up-***coming holiday plans were shared with trustees and cover agreed.***

11. Any Other Business:

- Treasurer's resignation and election of replacement
  ***BP** tendered his resignation as Treasurer (he is moving out of the village). **GB** and all the committee thanked **BP** for his sterling work whilst being Treasurer. He has made a fantastic contribution to the MI in his role as Treasurer and as an enthusiastic committee member. He has kept a watchful eye on the MI finances and steered us through the difficult time after the covid pandemic to now having a thriving village amenity with a solid financial base. He will be sorely missed.*
  ***BP** proposed that **JA** should take over his role. **JA** kindly agreed and the Committee unanimously approved this appointment. To manage the time* commitment needed for the Treasurer's role ***JA** will step back from her involvement in the Events Team.*

- ***Coffee machine maintenance** – The machine was out of order last week and on inspection by **MC** it had not been cleaned as required. There seems to be some confusion over whose responsibility this is. It was generally felt that* it should be part of the caretaker's role. Plan to speak to ***MC**/Mac and Julie about this. This prompted a discussion of a potential review of the Caretaker & Cleaner roles and the possible need for a review/update. This will be revisited at the next Committee meeting*.

- ***Tony Sinfield has requested to look in the MI filing cabinets** – this is for any historical documents for his village history day. The committee agreed with this request. **MCR** to get back to Tony and arrange a time for him to do this.*

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

Next Committee meeting 7.30pm Wednesday 17th July