Kirkby Malzeard Mechanics Institute
Trustees Meeting 17th July 2024

Minutes

Present:
Committee
Geoffrey Berry (GB) - Chair
Janice Attwood (JA) - Treasurer
Mary Crawshaw-Ralli (MCR) – Secretary
Linda Moore (LM) Emily Roberts (ER), – Entertainment group
Malcolm Constantine (MC) – Maintenance

***Non-Committee members** – S&B Committee representatives - Brian Wensley **(BW)**, Milton Holgate **(MH)** & Carlos Ribeiro **(CR)** for extra item.*

***Apologies:** Ric Hill (RH)*
Jane Johnson (JJ) – Bookings Officer

Extra item

***Presentation by BW & MH proposal for funding to recover and refurbish snooker tables and opportunity for questions from the committee**. (Please see the two quotes sent to the Committee members prior to the meeting)*

BW and MH addressed the Committee and outlined their proposal to refurbish the S&B tables which has not been done in full for many years. BW/MH/CR felt that this will impact league games if not addressed. Their presentation included two quotes but it was noted that one lacked significant detail and as such it was difficult to consider 'like for like' costings *and one quote was dated from last year. It was explained to the Committee that it was very difficult to know the full extent of the work needed to refurbish the tables until the baize is removed and the underlying structure of the tables is examined. If all the possible refurbishment work needs to be done based on the itemised quote it could be in the region of £4000.*
***MCR** mentioned the she had found a further company (on-line) who did refurbishment work locally and initial costs appeared less than those quoted as they were not VAT registered. The Committee thanked the S&B representatives for their detailed and informative presentation and explained that we would discuss it and vote. **MCR** would inform them of the decision after the meeting, by email.*

Committee discussion of extra item
*The Committee discussed the proposal and voted by majority that, in principle, they would support the cost refurbishment of the tables. This was agreed on the proviso that we were supplied with two itemised up-to-date, like-for-like quotes. We were happy for the S&B Committee to use their preferred supplier as long as that quote was a similar cost to the second quote. The S&B Committee representatives (**BW & MH**) would arrange and organise the refurbishment, and complete the eventual* 'signing off' *of the work but the invoice would come directly to the MI Treasurer **JA** for approval and payment. If at any point during the refurbishment there was an increase in costs this would need to come back to the Committee for approval before the work went ahead.*

Actions
MCR** to let **BW & MH** know about the Committee's decision **and need for up-to-date like-for-like quotes.
***JA** to chase up an up-to-date quote.*
***MCR** to pass on VAT free company's **details to CR** for him to contact and investigate.*

Standing items

1. ***Minutes of the Meeting 4th June 2024***
   Accepted – GB & LM

2. ***Matters Arising from the previous minutes:***

   - ***Equipment Sort-out***

     Music equipment in the office– donated by Andrew Bodie – MCR

     Andrew Bodie has been contacted and will come and wants to collect his equipment from the office. He will liaise with ER to do this.

     Various items and equipment were discussed - Voting booths in the office & Old stage lights

     Action – JA & GB agreed to go through and sort things out. Will discuss with interested parties as needed. Once this is done, we can hire a skip for removal any unwanted items, this will probably will be after the summer holidays.

   - ***Stage Lighting refurbishment ER work completed. Do we need some sort of training session or will use be limited to a few people (from music night team and players/panto group)?***

   - ***Drama group/Pantomime LM - a panto group appears to be forming in the village. No specifics at this point. Committee happy to support a group if approached.***

   - ***Village Website RH update – not present discuss at next meeting.***

   - ***Potential Green Grant (Solar panels) RH update – as above.***

   - ***S&B – new blinds for snooker room (if not covered in the extra item above) – CR asked about this during the table refurbishment discussion. Advised to get quotes x 2 and get back in touch with the Committee for potential funding.***

3. Treasurer's Report – ***JA***
   JA – trying to update signature for Virgin Bank Account – will update at next meeting. Awaiting summary from JA

4. ***Membership/Volunteers – LM** went through up coming events and secured volunteers for events as needed. Generally volunteer management is improved, some gaps in bar cover for events over the summer but things are covered in terms of the Quiz setter role until October.*

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

   - ***Bookings** **JJ** – submitted monthly sheet prior to the meeting, thank you.*

   - ***Events Update & Volunteers** **ER/LM/JJ** – some early plans developing for events after the summer holidays and into the Christmas period - will report further at September meeting*

6. ***Maintenance Issues Update: MC***

   - ***Shed door** – work in progress, should be completed over the summer.*
   - ***Coffee machine maintenance – update** – still issues about regular cleaning of the machine and who should be doing this. Plan to ask Julie **(JA/GB)** to do this as part of the regular cleaning tasks.*
   - ***Emergency lights** – **MC** to call alternative electrician for quote.*

7. ***Constitution work: GB** – Any update? Non*

8. ***Correspondence: Email from Andrew Bodey** – covered above.*

9. ***Committee Holiday: – Any cover needed over late Summer/Autumn?***

10. ***Any Other Business:***

    - ***Markington snooker league fees** – **CR** has apparently paid these for the coming season and has approached the MI about covering the cost. He was under the impression that we had previously done this. This was discussed - has definitely not been done before. The Committee felt as this does not benefit all S&B members the league members would need to cover this themselves. **MCR** to inform **CR***

- ***<u>Complaint about the cleanliness of the building – need for realistic procedure for caretaker & cleaner</u> – the roles of the caretaker and cleaner was discussed at length. There is a document that outlines what these roles entail. No clear job description/contract. Previously paid in cash – now a monthly cheque. Will need looking into status of the roles in terms of employment law/rules/tax and the MI responsibilities. JA & GB to move this forward and will report back to the next committee meeting. Need for a careful and considered approach.***

- ***<u>Village plan</u> – Previous MI input – we have been requested to review and inform PC if any amendments are required. - Reviewed by Committee and no amendments required. MCR to send response email.***

- ***<u>Request to store extra add on staging in the annex</u> – approved.***

- ***<u>Freezer position and open shelves in the kitchen</u> – work in progress to alter the kitchen set-up.***

11. Date of next meeting – 11th September 2024