Kirkby Malzeard Mechanics Institute
Trustees Meeting 11th September 2024

Minutes

Present:
Geoffrey Berry (GB) - Chair
Janice Attwood (JA) - Treasurer
Jane Johnson (JJ) – Bookings Officer
Ric Hill (RH) - IT Officer
Linda Moore (LM) Emily Roberts (ER) – Entertainment group
Malcolm Constantine (MC) – Maintenance

Apologies:
Mary Crawshaw-Ralli (MCR) – Secretary

Standing items

1. ***Minutes of the Meeting 17th July 2024***

Accepted – ***ER & MC***

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

Snooker tables – refurbishment

Following the previous agreement to allow £3000 for the refurbishment of the tables, further discussion occurred regarding the possibility of holding back on the full refurbishment, but instead, replacing the cushions only and stretching the exisiting cloths which are reported to still be of good quality. All agreed that the MIVH would pay for the replacement of the cloths when needed, and that it would be made clear to the S&B Club that even if the cloths are stretched in the first instance, the committee would honour the agreement made in July 2024 for the full refurbishment in due course. MCR to send letter/email to S&B Club in this regard.

Equipment sort out update ***JA & GB***

JA & GB have done a lot of clearing of the garage for which the committee is very grateful. It was agreed that groups that store their items in there should be made aware of their responsibilities for these items. JA to type up inventory and to inform groups of this. GB to order skip for all items to be thrown out, most likely from Bedale Skip Hire, to arrive on a Friday in the near future, date t.b.c. All agreed to help load the skip if available, subject to date chosen.

Stage Lighting ***ER***

ER reported that the stage lights have been used for music nights with success. Dave Robinson, currenly abroad, is going to give a training session for interested parties. Date t.b.c. ER to liaise and organise.

Drama group/Pantomime ***LM***

Dates for KM pantomime have been set at Thurs 27th - Sat 29th March 2025. No rehearsal days have been requested yet.

Village Website ***RH***

RH has uploaded the minutes from Jan 2023 to present day, including AGMs.

<u>Green Grant for Solar panels</u> RH

RH reported that the grant application for the solar panels has now been submitted and an acknowledgement received by email. RH was able to provide details of membership numbers and general footfall through the building due to good record keeping of the committee. Thanks to JA for leading this record keeping which has helped support this application.

<u>Roles of the caretaker and cleaner</u> JA & GB

JA & GB met with Mac & Julie to discuss tasks/roles. Mac & Julie are both happy to continue working as cleaners/caretakers but not to take on the role of maintenance. Tony Bidulph has been carrying out various maintenance jobs and it was suggested that he receive some recompense for doing so, such as beer/wine. It is possible that he will invoice for his work - t.b.c. JA is organising a log book for maintenance issues to be kept in the kitchen. She will make leaders of groups aware of its existence along with other relevant parties. GB to organise contractor to revamp hall floor and take out badminton court lines. MC to speak to Mac about the fire alarm by the gents.

3. Treasurer's Report ***- JA***

JA gave a detailed summary of July and August's accounts. Lower income reported in ***August but no cause for concern as this is typical during school holidays. Music Night drinks vouchers are set to continue. ER reported that these are gratefully received by the musicians who provide entertainment for the night. JA expressed concerns regarding PRS cost of £600 for the year which seems on the pricey side. ER to investigate before next meeting.***

4. ***Membership/Volunteers/Bookings/Events – JJ/LM/ER***

LM went through upcoming events and secured volunteers for events as needed. Volunteer management is going well in general but the main difficulty is finding people who will run the bar alongside a committee member.

<u>Bookings</u> JJ

JJ submitted monthly sheet prior to the meeting. Concern was expressed regarding no art classes. JJ to speak to Howard to see whether these can return in January.

<u>Events Update & Volunteers</u> JJ/LM/ER

LM has staffed events to end of November with just one or two gaps to fill. Dates are now set for 60s/70s night (Oct 18th), Country Night (Nov 8th) and Halloween Disco (Oct 31st). Dates for Wreath Making Workshop and Bad Apple Theatre Christmas performance t.b.c. JJ to liaise with relevant parties to confirm these.

5. Maintenance Issues Update - MC

<u>Register for reporting faults</u>

Log book as mentioned above.

<u>Shed door</u>

Work is completed. A big thank you to MC for this.

Coffee machine maintenance – update

Julie is on the case for the regular cleaning of the machine. JA to remind her to sign off the job each day so we have a record of it having been done.

Emergency lights

MC to call alternative electrician for quote. Joe Dawson and Giles Copeman were both suggested.

Freezer position and open shelves in kitchen

JJ in charge of sourcing drawers fit for purpose and will report back at next meeting.

6. Constitution work - GB

No update to report.

7. Correspondence

None to report.

8. Committee Holiday

LM has record for events purposes.

9. Any Other Business

Long Course Weekend 2025 was discussed. JA suggested that it would be helpful to display posters showing route maps for villagers. It was agreed that this would be implemented next August.

10. Date of next meeting – 9th October 2024