Kirkby Malzeard Mechanics Institute
Trustees Meeting 9th October 2024

Minutes

Present:
Geoffrey Berry (GB) - Chair
Janice Attwood (JA) - Treasurer
Mary Crawshaw-Ralli (MCR) – Secretary
Jane Johnson (JJ) – Bookings Officer
Ric Hill (RH) - IT Officer
Linda Moore (LM) Emily Roberts (ER) – Entertainment group

Apologies: *Malcolm Constantine (MC) – Maintenance*

Standing items

1. ***Minutes of the Meeting 9th October 2024***

Accepted – ***RH & JJ***

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

Snooker tables – refurbishment – Update ***GB*** *–* ***GB*** *has spoken to Milton and requested the S&B Committee confirm a date for the agreed work. He will also query the necessity to replace the cloth rather than stretch it back on after the cushion/pocket work has been done.*

Equipment Sort-out update & Dates for delivery of skip/filling of skip – old boards in cellar – ***JA & GB****. Skip in front of the MI is not ours. Apparently, something to do with YW works on Main Street and will be removed on Friday. Old display boards from the cellar – agreed they can also be disposed of.* ***GB*** *to now order a MI skip to dispose of all the unnecessary stuff from the recent sort out. Will let the Committee members know when this is and request help as needed.*

Stage Lighting training dates? ***ER*** *waiting for Dave Robinson to get back to he with some potential dates.*

Village Website ***RH*** *–* ***JA*** *said that events need updating* ***RH/JA*** *to liaise and sort out*

Green Grant for Solar panels ***RH*** *– Unfortunately the government grant application fund was oversubscribed and all the money been allocated.* ***RH*** *now attempting to secure funding from a Northern Grid fund. Will update us at the next meeting.*

Roles of the caretaker and cleaner update - ***JA/GB*** *- Now have a Maintenance logbook in the kitchen for everyone to report any problems. Julie has agreed to flushing the coffee machine daily.*

Art Classes – ***JJ*** *– sadly Stephen Weld is unable to run the Art Class for this Autumn Term. (Hopefully he will be ok for next year, fingers crossed)*

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

JA *gave the Committee a detailed summary of September accounts.*

Brief summary for minutes *–*

The month showed a surplus of £274.72.

Income in the month of September showed a low for hall hire but activities were almost 100% up on summer months. Hall hire in September but not invoiced until October).Bar takings and entry fees receipts were low due to the small number of events. Hall hire, overall, is up on the same time last year, as are bar takings and entry fees. Overall income for the year to date was slightly up around 15% from August 2023. Activities (Table Tennis, Snooker, and Lunch Club are similar to 2023. Grants and Donations are up by more than 400%.

On a cumulative basis, there is a deficit, in-year, of £2449.73.
Payments up 70% on last year, mainly due to £9876 for hall lights and the purchase of a freezer and garage doors.
The PRSPPL Licence payment of nearly £600 is being queried – a refund of at least 50% has been applied for.

Planned & Potential Expenditure in next quarter

- ***External painting approx. £1500***
- ***Move freezer – drawers for cutlery to be sourced***
- ***Emergency Lights £800***
- ***Annual contract with Electrical contractor***
- ***Blinds for Snooker & Billiards - tbc***
- ***New table covering for Snooker & Billiards - £3000 approx. tbc***
- ***Strip and re-surface Main Hall floor – awaiting all quotes. Approx £3000/3500***
- ***Solar panels 20% of cost = £7500. Recoup over 24 months***

JA informed the committee of a possible GoFundMe account and ?? another bank account for the MI. JA will look into this and report back to the Committee at the 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 still finding people who will run the bar alongside a committee member.

Bookings JJ had submitted monthly sheet prior to the meeting.

Events Update JJ/LM/ER

Do we want a December Quiz Night (20th)? – seems to be sufficient interest from regular quizzers to support this and LM has someone willing to be quizmaster. – Yes
Bad Apple Theatre Christmas performance ?? still t.b.c. JJ to liaise with relevant parties to confirm.

Maintenance Issues Update - MC

***Emergency lights & Removal of old electric power points from cellar* JA**

Simon Merrin to do the emergency lights and quote for the removal of old power points in the cellar

***Re-surfacing/maintenance of hall floor* & damage/crack near stage – only two quotes received so will await 3rd and discuss at next meeting.**

Maintenance of coffee machine/contact for 'ingredients' ***GB to speak to Paul Cookson, who originally set up the coffee machine, about sourcing supplies.***

***Quotes for annual electrical maintenance* – Quotes compared and decision made to go with Simon Merrin.**

***Freezer position and open shelves in the kitchen* JJ has sourced a cabinet from ADEXA catering equipment. Committee happy for JJ to order and arrange fitting with MC.**

***5. Constitution work - GB** – no update*

***6. Correspondence** – Non received*

7. Committee Holiday

LM has record these for events purposes.

8. Any Other Business

9. Date of next meeting – 7th November 2024