Kirkby Malzeard Mechanics Institute
Trustees Meeting 15th January 2025

Minutes

Present:
Geoffrey Berry (GB) – Chair,
Mary Crawshaw-Ralli (MCR) – Secretary,
Jane Johnson (JJ) – Bookings Officer
Malcolm Constantine (MC) – Maintenance
Linda Moore (LM) & Emily Roberts (ER) – Entertainment group
Ric Hill (RH) - IT Officer

Apologies: *Janice Attwood (JA) – Treasurer*

Standing items

1. Minutes of the Meeting 11th December 2024

*Accepted – **GB & MC***

2. Matters Arising from the previous minutes

- *Snooker blinds – **MCR** to ask Carlos Ribeiro from the S&B section (who had originally suggested they should be replaced) if they are still interested in doing this or had got any quotes, and whether we could apply for a grant to fund the work?*
- *Dates for delivery of skip/filling of skip – **GB** will arrange this now Main Street has fully opened.*
- *Stage Lighting training –- **ER** has arranged a training session for interested people on 20/01/25*
- *Grant for Solar panels **RH** – this has been accepted and signed off. The Committee thanks **RH** for all the hard work involved in securing this funding. We should be issued with a cheque within 1-2 weeks and once it is deposited and cleared the work can be scheduled. **RH** to liaise with **JJ** to minimise any disruption in terms of regular bookings when the power has to be switched off. A possible date over half term was suggested and there will be no external bookings such as yoga.*
- *CPR training – **MCR** has spoken to Joanne Watson (Community Defibrillation Coordinator Yorkshire Ambulance Service) and training dates are booked up until early March. The Committee is happy to host this training in the hall and suggested a Saturday morning to allow as many people as possible to attend. **MCR** to speak with Joanne and arrange it.*

3. Treasurer's Report

***JA** was not present at the meeting*

***The** stock-take needed prior to the end of the financial year was completed as requested after the December Quiz night.*

***JA** has forwarded instructions for those covering the* Treasurer's duties *over her upcoming break. **MCR** is taking the lead re banking (as needed).*

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

- ***LM** went through upcoming events and secured volunteers for events as needed.*
- ***MCR** has emailed the New Year update letter to all members and printed copies are on the main and S&B notice board.*
- Plans for the upcoming Member's Coffee morning were discussed and agreed – ***ER** has asked the WI to do Teas / Also to use coffee from coffee machine supplies / **MCR** will buy and bring milk / **JJ** to charge up sum-up machines. Will need to print out some application forms for any new members*

Bookings and Events
***JJ** had submitted monthly sheet prior to the meeting.*

Key points
- Ceilidh tickets are lower than last year. Possible clash with other Burn's Night *celebration. Agreed to promote the event again on social media platforms and in local WhatsApp groups.*
- *Gaelforce Band booking 8th March – queries about the booking and financial split. **JA** arranged but not clear on their communication emails. **ER** to follow up and clarify. Also suggested that future band booking should not be the night after the monthly music night as this may impact on local attendance, and makes bar staffing/volunteering more challenging.*

5. ***Maintenance Issues Update - MC***

- ***Removal of old power points in the cellar. – ER** confirmed that it was checked when new lighting was installed and advised these do not need to be removed.*
- ***Re-surfacing/maintenance of hall floor & damage/crack near stage –JJ** has approached the contact for a potential 3rd quote and should be available for next meeting.*
- ***Maintenance of coffee machine – MC** reported this is now being done much more regularly and there have not been any major problems recently.*
  ***MC** to liaise with **JA** to look at the cost versus income for the coffee machine and present at a future meeting.*

***6. Constitution work -. MCR** has contacted Yorkshire First Community Support and they willing to allocate a worker to help us with updating the constitution. **JJ** and **MCR** to approach some ex-trustees to see if they would be willing to form a group to work on this project. **MCR** to confirm with Yorkshire First that we would like to take up their offer of help.*

***7. Correspondence – MCR** to email Entrust about Landfill Communities Fund withdrawal.*

***8. Committee Holiday- LM** has recorded these for cover and events purposes.*

*9. **Any Other Business***

- *Grant from Nidderdale plus – see attached email trail. **MCR** confirmed that we have been awarded a grant of £2000 to develop the outside area at the back of the MI. The Committee thanked **JA** for her work securing this. **MCR** to confirm with Nidderdale Plus and arrange payment and re-scheduled dates. We will need to form a working group to plan the work involved and get quotes as needed for supplies and work.*

- *June Gala plans – Do we want to host a disco on the Saturday evening prior to the Gala on the Sunday? The Committee approved this idea Booking and Events group to take this forward*

10. Date of next meeting

Members Coffee Morning – 10am 08/02/25

AGM 7pm10/02/25

Committee Meeting 7.30pm 10/02/25