Kirkby Malzeard Mechanics Institute
Trustees Meeting 19th March 2025

Minutes

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

Apologies: *ER*

Standing items

1. ***Minutes of the Meeting 10th February2025***
Accepted – ***JA & RH***

2. Matters Arising from the previous minutes

- *Snooker blinds –* ***MC*** *has arranged 3 quotes for roller blinds for snooker room and coffee room (4 blinds in total). Committee agreed to go with the lowest quote from Milners.* ***MC*** *will now take this forward.*
    - *Milners - £237.60 each (inc VAT)*
    - *Graham Sandersons £264 each*
    - *Soft Furnishings Otley £343 each*

- *Dates for delivery of skip/filling of skip –* ***GB*** *has managed to remove most of the rubbish items so there is no longer a need for this.*

- *Grant for Solar panels* ***RH*** *– update Installation date is now now 7-11th April. Cheque from Northern Powergrid has now been received and banked and the deposit has been paid. RH has updated the buildings insurance to cover the panels in the policy for an additional premium of £10 per annum. British Gas who already provide our electricity will be buying the electricity we produce. This will be arranged after installation and will be calculated using our existing smart meter and payments will be made directly into the KMMI Bank account every 3 months.* ***GB*** *again thanked* ***RH*** *for all his work on this large project.*

- *Re-surfacing/maintenance of hall floor & damage/crack near stage –* ***JJ*** *update. George M Meer scheduled to start 14th April to take advantage of the Easter holiday break in regular classes.* ***MC*** *to get dust sheets to attempt to minimise dust in the hall and surrounding areas.*

- ***<u>Nidderdale Plus grant for outside area</u>*** *– Update* ***JA – rolled over to next meeting***

- ***<u>Floor/carpet cleaning</u>*** *–* ***JJ*** *quote update. Quote is for £160 for all carpeted areas. Committee agreed to go forward with this.* ***JJ*** *to arrange dates.*

3. Treasurer's Report

JA *presented the receipts and payments report for the month of February 2025.*

A deficit of £849.08 was recorded for the month, the total was increased by including £481.50 equipment depreciation. A change to the end of year account report necessitates inclusion of a figure for depreciation; this practice starts for 2025.
Bar takings were 50% of 2024; this was thought to be partially due to participants at the Music Evening being issued with a £3 voucher for the bar as entry fees were similar to January 2024.
In comparison to February 2024
Sections income doubled in 2025; room hire up by 50%.
Members subscriptions are down by 20%.
Premises costs were double those of 2024. Significant costs were deliveries of oil, and payment of annual insurance.
Bank balances were similar

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

- ***LM*** *went through upcoming events and secured volunteers for events as needed.* ***MCR*** *has started* using Volunteer's WhatsApp group *but noted we are still needing some volunteers for April and May events (Spring Bop bar / Quiz Master April & May).* ***MCR*** *will send some further messages. Agreed to ask one event at a time to reduce any confusion.*
- ***MCR*** *planning to update membership list after the* Member's Coffee morning *but is waiting for an update from* ***JA*** *about all members who have paid online.* ***JA*** *agreed to send a BACs payment list to* ***MCR***

<u>Bookings and Events</u>
JJ *had submitted monthly sheet prior to the meeting. She noted the upcoming Main Hall floor refurbishment and that events have been cancelled and moved to facilitate this.*

5. Maintenance Issues Update - MC

- *Re-surfacing/maintenance of hall floor (see above)*

- *External painting –* ***MC*** *to chase up Gary Carson for a starting date.*

6. Constitution work – MCR/GB *Committee awaiting Yorkshire First Community Support* legal '***first look***' *feedback and then discuss the next steps once we have this information.*

***7. Correspondence** – Non*

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

9. Any Other Business

- ***Pointing on roof** – **MCR** noticed a potential issue. **MC** to arrange for roofer we have previously used to take a look.*
- ***Dave Robinson** has asked if he can borrow some of our lights for an event in the church in May. Committee agreed on the understanding that any damages must be covered by them.*

10. Date of next meeting

7.30pm Wednesday 16/04/25