Kirkby Malzeard Mechanics Institute
Trustees Meeting 28th May 2025

Minutes

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

Apologies: Non

Standing items

1.**Minutes of the Meeting 16th April 2025**
Accepted – **JA & LM**

2.Matters Arising from the previous minutes

- Solar panels **–** update & parking issues email
  Almost completed, once this is done the system will be commissioned and handed over to the MI (**RH & MC**). Once the appropriate paperwork is handed over **RH** will register the installation with British Gas so export payments can begin.
  There was a discussion about the email from Brian Wensley (BW) that raised concern about the contractor's vehicles parked next to the MI and potentially blocking access for emergency vehicles. **MC** explained that the job had an agreed Method Statement in place that covered site parking and that vehicles could not be left unattended (which they were not) or in a position that prevented emergency exit from the building on foot. **MC** has visited the site daily and spoken to the contractors so they were always aware of this and also aware of any activities happening in the hall each day. As such site safety was maintained. The Committee was entirely happy with the approach that had been taken. **MCR** to send email to BW to explain this.
  The Committee thanked **MC & RH** for the considerable amount of time and effort they have given to this project.

- Vouchers and prizes at Music night & Quiz
  - Music night – Discussed and agreed to change the approach. Important to recognise performer's contribution to the evening but drinks tokens are problematic. Agreed to move to a half price entry for performers (so £2 for members and £2.50 for everyone else). **ER** to introduce and explain at the next Music Night. Will feedback at the next meeting.
  - Quiz Night – Discussion and eventual agreement to mainly leave things as they are, but if there are less than four teams, a rare occurrence, to only offer a first prize. Also, if a team has less than 6 members the prize would be limited to one voucher per person.

- S&B section membership issues
  MCR reported that no S&B players present at the club evening took the opportunity to pay their membership.
  A few more S&B members have paid but we are still in a position of having little knowledge or control over this. We also have no knowledge who and when individuals are accessing the S&B room (and effectively the whole of the building) which poses security and health and safety issue.

Overall numbers appear to be less than last year but the S&B committee has failed to give us an up-to-date list of people who are using the tables. Some members have paid promptly without comment, others have delayed payment and expressed concern over the £5 increase in the annual fee and also the autonomy of the section and their ability to make decisions independently. Members of the S&B committee have requested a meeting but only with specific MI committee members. The Committee felt this was inappropriate and unfair on those individuals, and that any discussions should be during a committee meeting.
Alternative ways of funding the S&B section were also discussed such as no annual membership and a pay to play system via increased light payments.
It was also brought to the Committee's attention that at the moment individuals on the S&B committee collect light money and periodically hand it over to the MI Treasurer. Concerns were raised about this system as non-MI committee members should not handle cash.

Plan

- **MC** to cost electronic card entry system to see if this was a viable option going forward.
- Approach all S&B members to arrange a meeting to discuss the current situation and explore solutions to the current membership/payment/light money and safety/ security issues. Need to set date and advertise to all members.

3.Treasurer's Report

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

Main points

- Although membership payments are down payments from booking are up.
- Recent problems with Sum-Up system not sending payments to the MI bank account. **JA** has re-validated the account and resolved the issue.
- Lots of payments out of the account, hence the deficit. These have mainly been related to necessary improvements and maintenance of the building. There are also further improvements in the pipe-line.
- On a more positive note, the electricity export payments should start shortly. This will initially pay off the Mechanics investment in the project and in the longer term contribute to the MI income.

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

- **LM** went through upcoming events and secured volunteers for events as needed. Still need a Quiz master for June. **MCR** will ask at the May Quiz but if no one comes forward she will cover.
- June Music night (6th) and Disco (7th) are now covered.

Bookings and Events
JJ had submitted monthly sheet prior to the meeting.
There are plans for further events this year but there was insufficient time to discuss at this meeting. This is to be prioritised at the next meeting.

5.Maintenance Issues Update - MC

- External painting – has been completed but the East facing windows need to be sealed – appears to have never been done. **MC** will ask Gary if he will do this..

- Additional roof repairs – Problems noticed whilst scaffolding was up. Contractor involved pointed it out to **MC.** Contractor has completed the work this was approved (by email) by the Committee so as to save the money to erect further scaffolding. Still need ridge tile repairs on the back section of the building. This will not require scaffolding so **MC** can source a contractor. At some point the main hall ceiling will need painting but this is cosmetic work so can be planned for a future (winter) date.

- Deep clean – Can now go ahead after all the current work has been completed – **JJ** will arrange

- Flagged area outside the kitchen door. BW has pointed out this area gets very slippery when it rains and the area is a fire exit. Need to arrange for it to be jet washed. **RA** will ask local garden/odd job person (William) to se if he will do it. **MCR** happy to provide a jet washer to use.

- Refurbishment of outside area – first meeting of sub-group (**JA/MC/GB**) on 31/05/25. Will report back at the next meeting.

6.Constitution work –Still awaiting Yorkshire First Community Support legal 'first look' feedback and then discuss the next steps once we have this information. **MCR** has enquired and we are awaiting an update.

7.Correspondence – Email from BW – see Solar installation discussion – **MCR** to now respond.

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

9.Any Other Business

- **JA -** A participant at yoga asked about the Telecoil loop. This was pointed out to **JA** who will relay this information to the person.

- It was brought to the attention of the Committee that the S&B group use a two pin electrical vacuum cleaner in the snooker room. This does not appear to have been PA tested (PAT). **MCR** will email BW to ask them to refrain from using it until it is tested.

- Speaker storage **ER** - Nigel Robertshaw has requested we store his speaker equipment in the office whilst he is unavailable to help at Music night – Committee agreed to this.

- Stage lights – **ER** reported that after borrowing the lights for Becket production Dave R has purchased some bulbs to replace expired ones. These cost him £56 and he is happy to replace them for us at no charge. The Committee approved the re-imbursement cost for the bulb purchase and thanked Dave for fitting them for free.

10.Date of next meeting

7.30pm Wednesday 26/06/25