Kirkby Malzeard Mechanics Institute
Trustees Meeting 25th June 2025

Minutes

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

Apologies:
Jane Johnson (JJ) Booking Secretary
Malcolm Constantine (MC) – Maintenance

Standing items

1.**Minutes of the Meeting 28th May 2025**
Accepted – **LM & RH**

2.Matters Arising from the previous minutes

- Solar panels **–** update RH – Scaffolding down. Awaiting paperwork to submit to electricity company to start exporting electricity. **RH** shared some example graphs from the previous week showing output from the panels on sunny and cloudy days. Final sign-off meeting with the company is scheduled for 22/07/25.

- Vouchers at Music night
    - Half price entry for performers (so £2 for members and £2.50 for everyone else). **ER** introduced and explained this at the July Music Night on – no concerns raised. Committee agreed to continue this.

- S&B section membership issues

    - **MC** not present at the meeting so cost of electronic card entry system rolled over to the next meeting
    - Committee agreed to 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 – also rolled over to next meeting

- Refurbishment of outside area – first meeting of sub-group (**JA/MC/GB**) was on 31/05/25. Brief update to the Committee – further update at next meeting.

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

- **LM** went through upcoming events and secured volunteers for events as needed. Quiz master for June - **MCR** and we have a volunteer for July (Stuart Jackson).
- **Private party** – 12th July. Will be very busy. **LM** securing extra volunteers

Bookings and Events
JJ had submitted monthly sheet prior to the meeting.
Plans for future events this year –
- Band HG3 booked for 9th September
- Candle making event similar to wreath making planned for Sunday in October.

4.Treasurer's Report

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

Main points

- Lots of payments out of the account, hence the deficit. These have mainly been related to necessary improvements and maintenance of the building. There will also further improvements in the pipe-line such as redecorating the hall ceiling. Outside area work will be covered by the grant.
- Electricity export payments will take 8-10 weeks to start. This will initially pay off the Mechanics investment in the project and in the longer term contribute to the MI income.

5.Maintenance Issues Update - MC

- East facing windows need to be sealed – appears to have never been done. Gary Carson to do this.
- Additional roof repairs - completed
- Deep clean – Completed
- Flagged area outside the kitchen door. – jet washing to be included in refurbishment of outside areas
- Hearing loop – not sorted out as previously stated. **MC** asked to look into it and report back

6.Constitution work – email from Andy Ryland. Yorkshire First not covering the cost of legal initial first look as initially suggested. Quote from specialist solicitor is £650 plus costs. We will need to get two further quotes. Andy has supplied a list of solicitors know to do charities legal work. **MCR** to approach them for quotes. Committee agreed the need to get the constitution work done so the MI can change status and remove the Trustee's individual liability issue. The Committee agreed to pay for this legal work.

7.Correspondence – Email from Andy Ryland (see above)

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

9.Any Other Business

- Discussion about how we can promote the hall as a venue for more private functions, particularly where we can supply a bar. Possible rebranding of MI, some Trustees felt not everyone understood what a MI was and maybe not realise it functioned as a village hall. As an example we host very few private children's or adult's parties or celebrations of life (wakes). Some suggestions were around a new sign that highlighted the village hall aspect of the MI. Also, posters at the campsite covering regular events such as the quiz, also local B&Bs and holiday lets. Possible better use of FB to promote the MI as a venue for parties etc. This will be an agenda item on the next meeting.
- It was

10.Date of next meeting

7.30pm Wednesday 30/07/25