Kirkby Malzeard Mechanics Institute
Trustees Meeting 25th June 2025

Minutes

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

Apologies:
Jane Johnson (JJ) Booking Secretary

Standing items

1.**Minutes of the Meeting 25th June 2025**
Accepted – **JA & ER**

2.Extra item – Resignation of Linda Moore - Covering Linda's work

- **ER** to cover posters and volunteers
- Anni Hill has offered to assist, as a non-trustee, with events & decoration

3.Matters Arising from the previous minutes:

- S&B section membership issues
  - **MC** has looked into the cost of an electronic card entry system but this is prohibitive
  - Update after email to Brian Wensley. Changing locks and issuing new numbered keys suggested.
  - Collecting light money on a regular basis also discussed
  - Alternative membership arrangements also discussed.
  - Brian Wensley (BW) has nominated Milton Holgate to meet with **MCR** to discuss the disparities in the membership lists and discuss membership & light money collection. After this we will arrange a general meeting of the S&B members to discuss the current situation and explore solutions to the current membership/payment/light money and safety/security issues. At the next meeting we will need to set date and advertise to all S&B members.

- Refurbishment of outside area – sub-group (**JA/MC/GB**) - Brief update for the Committee Grant of £2000 from Nidderdale Plus has been received and work in progressing. So far this includes; - jet washing all areas/repairing guttering/restoring cellar door/renew fencing/ creating a sitting area. Sub-group will update the Committee at the next meeting

- Solar panels – update **RH** – Final sign-off meeting with the company completed. Current meter does not appear to be a SMART meter so **RH** is checking this out. It may be that we need a new SMART meter installing before we can start selling the electricity.

- Promoting increased use of the village hall, particularly for private events
  New places for posters/? rebranding e.g. new hall sign/FB posts/Links with other local organisations (special rates?)/Members rates for bookings
  These points were discussed and there was agreement with getting a large village hall sign on the front of the building. Plan to revisit this at the next meeting.

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

- **ER** went through upcoming events and secured volunteers for events as needed.
- **August quiz –** no quiz master and limited volunteers so event cancelled. This will be announced at July quiz night.
- **Private party** – 12th July. Very successful but highlights the need for extra bar staff for larger events (see AOB item)

Bookings and Events
JJ had submitted August's booking sheet prior to the meeting.
Plans for future events this year –

- Band HG33 booked for 19th September
- Candle making event making planned for 12th October.

5.Treasurer's Report

JA presented the receipts and payments report for June/July 2025.

- Of note there have been no snooker light money payment since May and currently was £300 less than last year. Do we need to consider an alternative way to collect this.

6.Maintenance Issues Update - MC

- East facing window work completed

- Flagged area outside the kitchen door. – jet washing completed

7.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.

8.Correspondence –

- Potential grant opportunity – Letter about the Community Building Programme. This letter was sent to us but unfortunately there was insufficient time to complete an application before the closing date.

- Email from BW discussed –
  - BW's own plug-in vac he uses for the snooker tables not to be used/charged in the MI until it is tested. Apparently, the table iron has been tested by Simon Merrin so this is acceptable to use.
  - Better to use disposable hard surface wipes rather than having a cloth and disinfectant in the snooker room. **JA** to look into purchasing some.
  - **MC** has again rechecked with the Solar panel installers and has been assured that the position of the batteries under the stage is perfectly safe.

- Food hygiene – email from the council about current Lunch Club use of the kitchen so possible inspection pending

- Zurich Insurance – **MCR** spoke to Zurich who assured her that the current insurance includes Trustee Indemnity Insurance. **RH** has queried this and will contact them himself to discuss. Update at next meeting.

9.Committee Holiday - ER has recorded these for cover and events purposes.

10.Any Other Business

- Recycling bins – we can order a larger bin. We currently have a fortnightly collection for one bin lift glass and plastic (current size) a larger bin would be slightly more expensive but it was thought that it would better suit needs particularly after large events. We also need some further information about paper recycling options. Need to speak to Mac prior to any decisions and also speak to the council about the need for the bins to be brought to the front of the building. **MCR** to do this and report back at next meeting.

- Large event staffing – RH felt that we need to consider getting in paid bar staff for large events. Volunteers for the last event worked for up to six hours and this is too much to expect people to do. Also, other jobs such as restocking the bar during the event are time consuming and heavy work. The Committee agreed that this should be sorted out for any future large events.

- Julie has requested a replacement vacuum cleaner. **MC** to liaise and look into a replacement.

11.Date of next meeting

7.30pm Wednesday 10/09/25