Kirkby Malzeard Mechanics Institute
Trustees Meeting 10th September 2025

Minutes

Present:
Geoffrey Berry (GB) – Chair,
Mary Crawshaw-Ralli (MCR) – Secretary,
Janice Attwood (JA) – Treasurer
Ric Hill (RH) - IT & Technology
Jane Johnson (JJ) Booking Secretary
Malcolm Constantine (MC) – Maintenance

Apologies:
Emily Roberts (ER) Membership & Entertainment group

Standing items

1.**Minutes of the Meeting 30th July 2025**
Accepted – **JA & GB**

2.Matters Arising from the previous minutes:

- S&B section membership issues – **MCR**'s updated the Committee after her meeting with Milton Holgate (**MH**) (S&B Section representative). The discussion included the following points -
    - S&B did not have any record of who had paid for 2025 but had one for 2024. This was just names. The S&B Committee say they do not keep any contact members details because of data protection.
    - Significant disparity between the S&B list of paid members from 2024 and the list of paid members (via MI) for 2025. S&B list of names also included the names of individuals who do not appear to have ever completed a MI membership form.
    - Current number S&B members who have paid the MI for 2025 appears to be 12 (plus one life-time member) compared to possibly 38 on 2024 S&B list.
    - Members of the S&B Committee have been offered members subscription money but have declined to accept it saying they have been told as non-trustees they cannot accept money. Not clear if they have directed people to a MI Trustee to collect it or shared details of how to pay via BACS.
    - Agreement from **MCR & MH** about the need to move on from all previous issues. Only by drawing a line under things can we work amicably together to the betterment of the MI & S&B section.
    - **MH** suggested a new method for S&B Committee members to collect S&B membership subscriptions. This would be using a triplicate receipt book (one for member/S&B Committee/MI Treasurer) and a regular meeting with the MI Treasurer to hand-over any subscription money and table light money collected. **MCR** agreed that this was a practical and pragmatic solution.
    - **MCR** introduced the possibility of a two-tiered membership set-up next year. Also in response to safety and insurance concerns a plan to introduce new locks and key system for next year.
    - **MCR** agreed she would take back the all information discussed to the MI Committee.
    - The plan is to set up a meeting between the MI Committee and all the members of the S&B section to discuss and agree a plan for 2026.

- Refurbishment of outside area – first meeting of sub-group (**JA/MC/GB**) Update for the Committee covering work so far, budget and next steps.

- Promoting increased use of the village hall, particularly for private events – not discussed as **ER** was not present. Will have it as agenda item for the next meeting.

- Recycling bins – **MCR** gave an overview of her discussions with the council and caretaker. Need to pay for larger glass/cans & paper/cardboard recycling questioned as currently large events are relatively infrequent. Plan to reassess in the new year. **JJ** to take home any cardboard packaging from bar restocking. Agreement to get a green bin licence for next year (not needed until March 2026)

- Solar panel / electricity meter update. **RH**

    - Issues – the current hall smart meter does not have an export recording facility so needs to be upgraded to include this. **RH** struggling to get British gas to agree to this as input and export teams are separate. This is understandably very frustrating and is potentially costing us a significant amount of income.
    - Positives - Since the installation of the panels there has been a significant reduction is our electricity costs. This is because we are directly using the electricity we generate and evening electricity use is from the stored electricity in the batteries. Production and storage will reduce in the winter months and it is also predicted that the daily standing charge will increase.
    - Hard surface cleaning wipes – have been purchased by **JA** for use in the S&B room. Plan to put them in there with a sign to members for their use. **MCR** will email Brian Wensley and update him and request he remove his cleaner and rag and also request members let us know when we need to restock them

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

- **JJ** went through October upcoming events and secured volunteers for events as needed.

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

- Art group now no longer running
- Band HG33 booking cancelled, hopefully to be rescheduled for November
- Candle making event making planned for 12th October.
- Halloween event Friday 31st October. Extended hours to allow both a children's and adult event
- October Quiz night brought forward to 24th – will need to be announced at September quiz and on usual social media platforms.

4.Treasurer's Report

JA presented the receipts and payments report for August 2025.

- Overall income for the month of July was significantly up on 2024, mainly due to bar sales being 300% higher for a birthday party booking. Expenditure in July was also up due to maintenance works – window seals and ridge tiles. Overall, July showed a small profit.

- Overall income for the month of August was slightly down on 2024; mainly due to Lunch Club income not being paid in. Expenditure in August was significantly higher than 2024 due to replenishment of bar stock. August showed a loss of around £1000.

- Entry fees were down on 2024 in both months, room hire similar.

- Premises licence fee and PPL/PRS licence fees were both renewed in August – just over £400 paid.

- £220 received in September for snooker lights – still down on 2024.

- Budget considerations for future accounts: -

    · Solar Panel installation completed in June – two electricity bills have been received Aug/Sept both are considerably down on previous bills
    · Possible replacement locks for S&B
    · Potential Legal costs for establishing CIO and drafting constitution.
    · New equipment required to improve sound systems for events – Nigel Robertshaw estimates around £2k.

5.Maintenance Issues Update - MC

○ New vacuum cleaner – MC has discussed with Julie and plan to use an existing one MC has. He will arrange to get it PAC tested

6.Constitution work – MCR circulated first quote we have had back from one of the local Solicitors on the list provided by Andy Ryland (Yorkshire First).
The quote, based on its cost, appears to be to do the work totally (set up CIO and write new constitution for us) rather than just a first legal look and possible roadmap as previously quoted for. There was a discussion about the quote and whether, despite the cost was the way forward as non of the current committee members have the time or legal expertise to complete this work so it would be unlikely to get done unless we go down this paid for route.
Plan is to now await the third quote and also approach the original solicitor to re-quote to complete all the work. When these are in place we can make a decision.

7.Correspondence – non, other than quote outlined above.

8.Committee Holiday – JJ (on behalf of ER) has noted these for cover and events purposes.

9.Any Other Business

○ Future booking system – time to revisit this as there have been some feedback about this. Previous MIDAS system that was trialled was much more than we needed. RH to look into alternative systems and possibility of our own website as it was also felt that the current village site is difficult to navigate and is not giving us the exposure and functionality we need. Members of the Committee suggested various local sites that have been mentioned to them mentioned as being easy to use and accessible. **RH** to look into this and report back at the next meeting.

○ Sound system – Nigel Robertshaw has presented a detailed assessment of the current set up and suggestions for its replacement. We are currently relying on borrowed kit and if we want to be able to offer ourselves as a venue for events and bands etc we need our own equipment. Use of this, along with the new lighting system could be integrated into room hire pricing. The Committee generally agreed with this but felt it needed to be discussed when **ER** is present. Plan to discuss at the next meeting.

○ Coffee room décor – needs a refresh. Possible opportunity to show events in the MI in a photomontage. Also, other pieces around the hall not currently in sight such as the mosaic could be moved there – Committee felt this was generally a good idea. Plan to discuss further at the next meeting. May need a sub-group to take the work forward.

○ Request to label anything being stored in the garage or hall so we can check with ‘owners’ when there is a future tidy up to prevent items being inadvertently thrown out.

10.Date of next meeting(s)

Meeting with S&B section members 6.30pm Monday 13/010/25

Committee Meeting 7.30pm Monday 13/010/25