**Kirkby Malzeard Mechanics Institute**
**Trustees Meeting 13th October 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 10th September 2025**
Accepted – **JA & MC**

**2.Matters Arising from the previous minutes:**

- S&B section meeting – update **GB/MCR**
  First meeting has occurred. **GB,JA,MCR,MC** present at the meeting, plus members of the S&B section. Highlighted the need to move forward and find better ways of communicating. MI Committee keen to hear what the S&B members felt about the current situation. Plan is now for a further meeting to agree future paths of communication/methods of collecting membership fees/promoting the facility/attracting new members/security and safety of the facility. The S&B members were requested to meet themselves and return to the next meeting with some suggestions.
  Next meeting date to be agreed

- Refurbishment of outside area – **JA/MC/GB** Brief update for the Committee. Work almost complete and on target to be close to the grant sum. Agreed that any minor overspend would be covered by the MI. The issue of regular grass cutting was brought and whether this was covered by the care-taker or would need to be done by an external contractor - **JJ and RH** have possible contractors and will contact and update the committee at the next meeting.

- Village hall promotion campaign – **ER** not present so will roll over to the next meeting.

- Solar panel / electricity meter update – **RH** updated the Committee
  - Smart Meter Saga – 29th Sep: 10th engagement with BG/BGL, rep asked if wanted to make a Formal Complaint? **RH** to pursue this.
  - Conversation with and inspection by Simon Merrin - Smart Meter not export-capable, also performed inspection of solar install: confirmed, only Utilities can install Smart Meters. Also raised a possible drainage issue from power cable routing from roof (will need to be monitored). Requested invoice, amount unknown as yest (only 1-2hrs labour).
  - 10 Oct: contacted by BG reps to make booking for Smart Meter installation ? 28th Oct, 8-10am
  - Positive note - Electricity Bill: for Sep25 was £25, up from Aug £15 – but still £147 below Sep24 £172. This reduction represents the use of solar by the building instead

of using mains electricity. In the future we will also have potential income from solar panel generation (when the import/export capable meter is finally installed).

- Hard surface cleaning wipes – **JA** Still some disquiet from S&B members and cleaning spray and cloth still in the S&B room. Plan to try and raise at the next S&B group meeting.

Future booking systems/Website – **RH** & **JJ** have been looking at these again. There was a discussion about having our own website rather than a section on the village one and this plan was agreed in principle by the Committee. A new website would have the functionality to integrate to a booking system and store MI documents, things that the current set-up doesn't.

After speaking to John Collins (Secretary to Parish Council) about who did the work on their new website, **RH** has contacted WJPS/Active based in Bedale and arranged a demonstration.
**RH** impression after this - Impressed with the team, local support, features of website all seem to suit our needs.

Provisional quote -

- Website creation, port all docs and current site, create email addresses as needed, training, integration with booking service, everything needed to get up and running: £621
- Annual support, phone, email, in person - £249
- Logo creation for website, docs, etc - £50

As a potential alternative to this – **JJ** & **RH** looked at Pately Bridge Memorial Hall website, talked with PB rep., checked it out, basic, seems DIY with hosting-only by professional. Still investigating.

Also, **JJ** looking into Social Media management options to mange and promote this for the MI.

**RH** and **JJ** to update the Committee at the next meeting.

Further information on the websites mentioned -

https://www.thememorialhall.org.uk/bookings/

https://kmld-pc.gov.uk/

https://www.wjps.co.uk/our-clients

https://proposals.activecouncil.co.uk/index.php?ProposalID=mFlKGfaCrwPo-9ZldGYfJQC2t_GF3j7CPS1wCt9m41s&ContactID=sNw6zMeh_gqpYbPiGyE8Eby8behpybfT7onA635WUAo

- Sound system Update – **RH**
Nigel Robertshaw (**NR**) did huge amount of work evaluating existing system and various pieces of mis-matched, mostly donated gear. In summary 2-3 wireless mics are good for continued use, the rest of the equipment is no longer fit for purpose.
**ER & RH** met with **NR** to review his recommendations for new sound system. His proposed system was approved by Trustees (via email). **NR** placed order and we have paid the invoice. **NR** awaiting shipment/delivery, but should arrive in time for setup and testing prior to Nov Music Night (7/11/25).
Once installed **NR** will also run through workings with **RH** & **ER**
The Committee wanted to thank **NR** for all his work (at no cost) on this project.

- Hearing Loop

**NR** took upon himself to buy a tester and check our current set-up. It is separate from sound system. Fully functional via existing microphone on ceiling, but requires power on for each use
We need to put up some signs pointing out it's existence e.g. "Contact a member of staff if you want to use our Hearing Loop".
Most Trustees will need a demonstration.
The Committee again wanted to thank **NR** for all his work on this.

- Coffee Room Decor - Mac's wall concerns and potentially updating coffee lounge – this was discussed. **MCR** suggested we could have images highlighting the activities that go on in the hall rather than the current pictures. Plan to discuss further – Committee members will look at the coffee room in the meantime.

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

Volunteers

- Upcoming events were discussed - Trustee volunteer for each upcoming event secured. **ER** will reach out via the volunteer's WhatsApp group for non-trustee volunteers to support at each event. Andrea W is quiz master for October. Still need November and December Quiz Master's. **MCR** will highlight this at the October quiz and ask for volunteers.

  **Christmas Quiz date agreed for 19th December.**

Bookings and Events
**JJ** - Everyone was sent October bookings prior to the meeting.
Upcoming events this month.

- Candle making event making 12th October.
- October Quiz night brought forward to 24th to accommodate the Halloween disco
- Halloween event Friday 31st October. Extended hours agreed to allow both a children's and adult event

**4.Maintenance Issues Update - MC**

- Vacuum cleaner – replacement up and running.
- Coffee machine – problems persist. Possibly not being flushed by caretaker (as requested). **MC** to contact the company to arrange for a service.
- Office window – mortar coming away. **RH** to contact Lee Thomlinson to review and potentially quote to fix it.

**5.Treasurer's Report**

**JA** presented the receipts and payments report for September 2025.

- A profit of around £500 was recorded for this period
- Bar takings were up slightly on 2024; bar stock replenishment costs in September were higher than the zero cost in 2024. Entry fees in Sept 2025 were similar.
- Expenditure was up due to maintenance work – window seals and ridge tiles.
- Room hire in September was significantly more than the previous year.
- Payment for Snooker & Billiards Section for lights, but this is still down on 2024 amount.
- Premises costs were much reduced; annual licence costs shown in Sept 24 had been paid in August 25.

- The current account bank balance at the end of September 2025 was 25% down on 2024

- Budget considerations for future accounts remain: -

  - 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.

**6.Constitution work –** Further discussion about the previously circulated first quote. Still awaiting two further quotes. Overall, it was felt that despite the cost this was the way forward as none 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 a paid for route.
**JJ** wanted it noted that she does not agree with this approach and still feels it is something that we can do ourselves with support from the on-line Village Hall Community and working with the individuals who have already contributed building on the work that has already been done.
Plan is to get the further quotes (including asking the solicitor previously approached by Andy Ryland to ask for a like for like quote) and when these are in place we can try and make a decision. **MCR** to chase all these parties and report at the next meeting.

**7.Correspondence** – non

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

**9.Any Other Business**

Non

**10.Date of next meeting(s)**

Committee Meeting 7.30pm Monday 12/12/25