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
Emily Roberts (ER) Membership & Entertainment group

Apologies: Non

Extra item – Covering Mac & Julie, short-term and longer-term plans. Honouring Mac's legacy?

- The Committee stood & had a moments silence to remember Mac after his sudden and unexpected death earlier in the week.
- Discussion about covering Mac's caretaking duties both in the short term and the longer time. Also covering Julie's cleaning duties until she feels able to resume. **JJ** has had an initial discussion with Julie who has expressed a want to continue working at the moment. Also plans to ask Steph to cover Mac's role in the short term. **JJ** to speak with them again in the New Year (after Mac's funeral 22.12.25)
- Mac's funeral is planned to be lunchtime 22/12/25. Have requested to us the MI for the Wake. Committee unanimously agreed to waive any hire fees for this. Also, this would usually be a morning for a Table Tennis session. **JJ** to speak to Iain Fraser about cancelling the session.

Standing items

1.**Minutes of the Meeting 13th October 2025**
Accepted – **RH & MC**

2.Matters Arising from the previous minutes:

- S&B section meeting – update **GB/MCR –** still arranging date for next meeting. Summary of last meeting/agenda for next meeting has been sent. Plan to suggest 1st or 8th December as possible dates for the next meeting. **MCR** to send this to S&B members **MC**/Carlos/ Brian/John Collins and request they share with all S&B members. Also, **MCR** requested in the email that the S&B members get together and consider some ideas on the agenda points ahead of any meeting. The Committee members attending plan to do this (same day 5.30pm).

- Refurbishment of outside area – almost complete. Recent wet weather has delayed the final work including the installation of a water butt. The Committee thanks **GB & JA** for their work on this project.

- Village hall promotion campaign - particularly for private events/bands **MCR**
  This is linked into potentially getting a new website for the hall and some help with social media (see previous meeting notes). Plan now – **RH** has one quote for a new website (same company as the Parish Council) so we need one or possibly two further quotes to before we can make a decision.

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

New electricity meter in place that is able to read both import and export electricity. Despite the expected reduction in electricity generation capacity over the winter months the electricity bills for the hall are down, and based on some initial data **RH** predicts we will have paid off the MI institutes' investment in the solar panels sometime next year and then we will be getting an income from them.

- Website/booking systems/social media management – **RH &JJ** – see previous point on village hall promotion campaign

- Sound system – Training dates to be arranged with Nigel. Old speakers still need to be taken down off the walls. Need new place for sound equipment storage out of the office, potentially at the back of the stage. **MC** looking into storage cage also need a bag for smaller equipment such as leads/mics **ER** looking into this.

- Coffee room Decor - Updating coffee lounge. Thoughts and ideas? – too much going on at the moment to work on this. Plan to revisit in the New Year.

- Hard surface cleaning wipes – Plan is still to try and raise at the next S&B group meeting.

- Hearing Loop
  Some Committee members still need to be shown how to check this is switched on for members & visitor's use.

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. **MCR** is quiz master for November, and a Quiz Master for December has been confirmed. **MCR** will ask for volunteer for Jan/Feb at the next quiz. **ER** to also ask on the Volunteer's WhatsApp group.

Christmas Quiz date agreed for 19th December.

January Music Night date agreed for 2nd January

Bookings and Events
JJ - Everyone was sent November bookings prior to the meeting.

4.Maintenance Issues Update - MC

- Coffee machine – problems persist. Possibly not being flushed by caretaker/cleaner (as requested). **MC** to contact the company to arrange for a service.
- Office window – mortar coming away. Lee Thomlinson has seen and agreed to do the work. Also noted that external window lintels need a grove in them to prevent water running around and into the windows. Given the worsening weather the Committee agreed for him to complete the work ASAP.
- Main hall floor. Some possible marks on it and some complaints about detritus on the floor (during ex classes). Need to speak to Julie about regular cleaning regimen. This to be addressed in planned discussions in the New Year. May need new cleaning equipment to keep this up to an acceptable standard. **MC** to look into this.

5.Treasurer's Report

JA presented the receipts and payments report for October 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. There was a payment for Snooker & Billiards Section for lights, but still down on 2024.
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 – Still awaiting two further quotes, a new one is pending from Hempsons Solicitors.

JJ and ER feel it is something that we can still complete ourselves, building on previous work by working with the individuals who have already contributed to this project and the support from the on-line Village Hall Community. Others on the Committee feel that as this has been going on for over 5/10 years or more and the reality of the situation is that no one has the time to do this and without external support it will never get done.

Plan is to await the further quotes before trying to decide the next move. **MCR** to chase all these parties and report at the next meeting.

7.**Correspondence** – Letter from a local therapy business requesting use of the hall's accessible toilets for their clients and wanting to potentially put information about this facility on the business's promotional information. This was discussed and although it was noted that the building is open during the day so we could not prevent individuals using our toilets the Committee refused this business request. This arrangement would not be covered under our insurance and would set a precedent for future requests. **MCR** to respond to the email request.

8.**Committee Holiday –** These were discussed for the purpose of arranging cover for events.

9.Any Other Business

Christmas decorations – Anni H has kindly offered to do this. Committee agreed the date of 1st December but as it's a Friday will need to be after the regular yoga class and before Music Night set up.

10.Date of next meeting(s)

Committee Meeting 7.30pm Wednesday 10/12/25