Kirkby Malzeard Mechanics Institute

Trustees Meeting 10th November 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

Standing items

1.**Minutes of the Meeting 13th October 2025**
Accepted – **ER & JA**

2.Matters Arising from the previous minutes:

- Covering Mac & Julie, short-term and longer-term plans - update discussion/arrangements for funeral
    - Julie currently covering both cleaner and caretaker jobs. Plan still to review things in the New Year.
    - Staffing and arrangements for Mac's wake discussed and agreed.

- S&B section meeting – update from Monday's meeting **GB/MCR/MC**
  Somewhat acrimonious meeting with only four S&B members present (Brian W, Carlos, Milton and Tony B), Unfortunately no agreements reached between MI Committee members & S&B members present, apart from introduction of triplicate receipt book for any cash membership and light money payments for 2026, Plan now for MI Committee to move things forward and inform S&B members of the new arrangements for membership and light money collection for 2026.

    - 7/2/26 Membership coffee morning for all membership payment
    - New locks for S&B room to be installed at the end of Feb
    - New, individually numbered keys, allocated to S&B members on payment of membership fee. Members will not be charged for the new keys. Key numbers will be recorded with usual membership contact details. Keys will be returned if a member leaves the section.
    - A two-tier S&B annual membership option will be introduced – MI & S&B section membership remains at £30. New S&B section only membership £20 (NB this is a section only membership and will not include MI voting rights or event reduction perk)
    - BACS payment or electronic Sum-Up preferred. Still keep option of cash payment using triplicate receipt book. Copy for the book/member/MI treasurer. Receipt number can, if requested, be recorded with the membership contact details.
    - New locks on light boxes. A nominated S&B member (usually the Team Captain) will also have a key, but members will need to create and manage a float box for use during prolonged lights use such as match nights.

- Refurbishment of outside area – Pretty much complete. The Committee thanked **GB, JA** & **MC** for their work on this.

- Village hall promotion campaign – Roll over to future meeting after AGM

- Solar panel / electricity meter update – **RH**
  - SEG finally setup on 27 Nov, backdated to 28 Oct export (43days to10th Dec) but no significant export to date due to weather and short days
  - Nov bill and usage higher than Oct, but still below Nov24. Import savings continue. £1500 pay off balance.
  - Community Support Space: (during a power cut – supply safety, warmth, connection).
    SUPPLIES NEEDED for this – **RH to source and get quote**
    - LED lights (floor?) for stage area, plug into emergency sockets supplied by solar system batteries
    - Rechargeable lamps to use in other areas of MI (like the kitchen)
    - A 20-25m long extension lead to run from stage emergency sockets to kitchen
    - Signage on house-side of stage pillars indicating location of emergency power sockets on back of pillars

- Website/booking systems/social media management – **RH &JJ**

  - Nov mtg Action: get additional quotes
  - KMVH quote in hand (as of 11Oct, incl 25% discount - needs renewal):
    - WJPS/Active Council £621 website creation/port docs, training, email, integrate booking +VAT
    - + £50 logo creation
    - £249/yr Support - phone, email, in person. any issues or improvements +VAT

  - No new 2025 quotes, BUT have historical info:
  - 2023 KMVH quote, Dorset Tech: create website: £1,000 minimum, £2000-2500 most likely (+VAT). Support: no monthly fee, £25/hr as needed
  - 2020 Gthorpe extensive mkt survey: £132 domain & hosting only. DIY website creation & support
    - Domain name: GoDaddy: £12/yr
    - Website Hosting only: SquareSpace: £120/yr (2025 approx same). Wix: £102/yr
    - Website design/creation: DIY by Gthorpe tech guy
    - Website support: hosting only, no help with design, posting, usability

  - Booking/Invoicing system is a separate cost – but would be linked to website
    - Midas £307/yr (Booking/Inv £258 + Web Calender £49)
    - HallMaster £248

  Committee agreed to go with quote from WJPS/Active Council – RH to action

- Sound system – **RH**
  - 2nd Music Night for new system: Emily and TJ setup 90%, Ric finished off and ran app during event.
  - App: tested with Android tablet, worked well. Need to purchase Android 11 inch tablet for MI use – RH to get quote
  - Storage: cage behind stage required to avoid heavy lift of main units. Cost of £180 from Amazon - https://amzn.eu/d/0J6kZZT - **purchase agreed by Committee**

- Coffee room Decor - Updating coffee lounge – Roll over to future meeting after AGM

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. 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 confirmed for 19th December.

January Music Night date agreed for 2nd January

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

Membership Dates agreed -

Member's Coffee Morning date Saturday 07/02/2026 10-12

AGM – 16/02/2026 7pm

4.Maintenance Issues Update - MC

- Fire Panels – need replacement. **MC** has been informed and getting usual quotes for the work. This will need to be done asap.
- Kitchen fuse box also needs replacing – **MC** will also get quotes for this work
- Coffee machine – problems persist. Possibly still not being flushed by caretaker/cleaner (as requested). **MC** has had to examine and fully flush/clean again. Some tubes were disconnected, possibly someone trying to fix the machine?
- 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. RH update – Lee not available due to sick leave will be able to do on his return.
- Main hall floor. Some possible marks on it and some complaints about detritus on the floor (during ex classes). Unable to speak to Julie about the current cleaning regimen at this point. 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 November 2025 – more detailed summary to follow

- Noted payment change to Julie Tattersall
- Bar stock check list needs to be done towards the end of January – **GB & MC** volunteered to do this between 24-29th Jan

6.Constitution work – No further information. **JJ and ER** reiterated that they 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. **GB** has looked at the Charity Commission website and also wants to possibly pursue this route. Plan to revisit this in more depth at the next meeting. to

7.**Correspondence** – Non

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

9.Any Other Business

Christmas decorations – Thank you to Anni H (and any helpers) for the fantastic job she did getting the Christmas decs up.

10.Date of next meeting(s)

Committee Meeting 7.30pm Wednesday 14/01/26

Member’s Coffee Morning date Saturday 07/02/2026 10-12

AGM – 16/02/2026 7pm