Kirkby Malzeard Mechanics Institute

Trustees Meeting 14th January 2026

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 10th December 2025**
Accepted – **GB & ER**

2.Matters Arising from the previous minutes:

- Coffee morning and AGM plans
  AGM
  - All current Trustees confirmed their wish to continue as Trustees in 2026
  - Information about AGM to be included in email (**MCR**) to current members

  Coffee morning
  - **MCR, JA, ER** will be present to process new forms and payments
  - WI have offered to do the refreshments (**MCR** to purchase milk)
  - **MC** to record & issue new numbered snooker door key to S&B members including new S&B only membership (still need to complete an application form)
  - **MCR** to email all existing members (on the email list) and advise them of the Coffee morning including 2026 membership information (inc AGM date). Also include info about changes to S&B section membership and need to change door lock.
  - Secure post-box on the bar to be fixed (**MC** to arrange) and become a membership post-box that people can use for forms and payments.

- S&B section – 2026 membership plan
  - New option to be a S&B section only member confirmed unanimously by the committee
  - Need to change the outside S&B door lock this was again unanimously agreed by the Committee

- Covering Cleaning & Caretaker roles - short-term and longer-term plans – re-visit after AGM

- Solar panel update – Savings on the electricity bill continued but significantly reduced due to weather conditions/time of year. This, as expected, has also impacted on any income generation from the panels.

- Community Support Space equipment: (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 – update **RH &JJ** – Website development in progress. Discussion around website main page details and web domain name. Main page will say Kirkby Malzeard Mechanics Institute Village Hall. Web domain (used for search purposes) will be Kirkby Malzeard Village Hall. Once we have the website up and running, we revisit the on-line booking options.

- Sound system – **RH** update – another successful music night using the new system **ER** reported she was able to set it up. Storage cage for sound system equipment now in place, and in use. Android tablet – RH obtaining quote for this, will probably be in the region of £100

- Stock checks – **GB/MC** – plan is to do this after the Ceilidh

- Village hall promotion campaign – Roll over to future meeting after new website is in place

- Coffee room Decor - Roll over to future meeting

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 January has been confirmed. **MCR** will ask for volunteer for Feb/March at the next quiz. **ER** to also ask on the Volunteer's WhatsApp group.

Bookings and Events
JJ - Everyone was sent January's bookings prior to the meeting.

WI hire costs – currently a very subsidised rate that has been in place for many years. Plan for **JA** to liaise with WI Committee and update the MI of their thoughts.

Membership Dates confirmed

Member's Coffee Morning date Saturday 07/02/2026 10-12 – **MCR/JA/ER** managing

AGM – 16/02/2026 7pm

4.Maintenance Issues Update - MC

- Fire Panels and fire detectors need replacement. **MC** has got quotes – Jacksons is the best - Panel will be £1077 and 16 fire detectors will cost £1848. This includes scaffolding costs. Committee approved this cost and thanked **MC** for his work sorting this out.
- If we have scaffolding up, we should use the opportunity to get the stains on the ceiling pained over (roof itself has been repaired and the staining is historical).
- Kitchen fuse box also needs replacing – **MC** is also getting quotes for this work
- Coffee machine – problems persist but **MC** reported that it does now seem to be getting flushed. **JA** raised concern that it is not generating income, and in fact costing us money. Need to look at the current contract details. Some discussion about whether we should just provide some basic single serving provisions, a kettle and an honesty box. Plan to revisit this at the next meeting.
- Office window – mortar coming away. Still awaiting repair by Lee Thomlinson
- Main hall floor. – care and cleaning to be reviewed as part of cleaning/maintenance discussion. Will also discuss if new equipment is needed to keep this up to an acceptable standard. (**MC** looking at costs).

5.Treasurer's Report

JA presented the receipts and payments report for December 2025 summary –

Awaiting summary from **JA**

6.Constitution work –
No further communication from the solicitors' firms that were recommended despite MCR re-emailing them. Thus far we have only one quote for a starting-point figure of about £5000. **GB** has been looking into the creation of a CIO, and writing a constitution, including speaking to the Charity Commission. He explained the process and walked the Committee through the key points of the process and associated documentation. **GB** is keen to continue this work.
The Committee unanimously voted for this work to continue. GB to present an initial draft in three months' time

7.**Correspondence** – Non

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

9.**Any Other Business -** No

10.Date of next meeting(s)

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

AGM - 16/02/2026 7pm

Committee Meeting - 7.30pm Wednesday 16/02/26 7.30pm