

THORNTON RUST INSTITUTE MANAGEMENT COMMITTEE

DRAFT MINUTES OF MEETING HELD ON Monday 2nd December 2019

- 1. Present:** Sue Duffield, Steve Duffield, Martyn Donno, Carole Donno, Marjorie Spence, Roger White, Paul Raven, Karen Raven.
 - 2. Apologies:** Carole Hudson.
 - 3. Minutes of previous meeting:** The minutes were read and accepted. Prop: Roger White, Sec: Carole Donno.
 - 4. Matters arising:**
 - Committee :** A letter of resignation was received on 17th September 2019 from Catherine Mellor. Roger White indicated his intention to resign at the AGM. Karen Raven indicated that she was prepared to join the Committee and was unanimously co-opted by a vote.
 - Building Maintenance :** The electrical improvements to the main hall power points have been completed by D.Moore. These have been well received by all users. The cost was £815.25 compared with the estimate of £650.00. The cost increase was due to unexpected difficulty in locating the wiring beneath the wall panelling as a solid batten existed at low level above the floor. This entailed removal and replacement of individual panels not originally envisaged. In addition a layer of concrete was found under the panelling along the length of the left side of the hall necessitating cutting out. An installation certificate checking the whole electrical installation is now being obtained.
 - Website :** A photographer has been found for the updated website and M. Donno is organising.
 - 5. Lettings:** M.Donno reported that the income for the period 01/03/2019 to 30/11/2019 totalled £868.00 over 69 sessions with an average of £12.57 per session. Usage generating separate income amounted to 35 sessions and includes whist, coffee, games etc. A contribution of £370.00 was received from Marjorie for the last six months whist takings. There were a total of 35 extra sessions giving a combined 42% overall occupancy. The figures for the same period last year were £960.00 over 81 sessions.
 - 6. Treasurer's report:**

Steve Duffield reported that the financial position at the end of October 2019 showed an accumulated fund of £9290.60 of which £2637.81 is in the deposit account. The bank statement to the end of November is not yet to hand. There is a deficit of £394.52 but this is expected as we have spent capital on major improvement projects. Regarding the legacy left to the Institute by the estate of the late Mr W.Embley, I have enquired about the present position but the property has still not been sold. A new estate agent has been appointed and new carpets fitted to raise the marketing profile.
 - 7 Entertainment activities:** Notes will be circulated for the Christmas Whist on 13th December asking for raffle prize support. The New Year party on 4th January was discussed and it was agreed to leave the admission at £5.00 even though a small loss was made last year. The meat order may be adjusted to reflect the bookings.
 - 8 Any other business:** A proposed programme of activities for 2020 was discussed and will be finalised to issue early in January.
 - 9 Items forPip:** The next Games Evening is on 17th January.
 - 10 Date of next meeting:** Monday 2nd March 2020 at 7.30p.m. The AGM will be on Monday 9th March. The meeting closed at 8.55 p.m.
- I agree this is a true account of the above meeting:**

Signed:

Date: