

Men in Sheds MK Minutes 24th March 2014

Present

Peter G. Nigel P. Les H. DJ: as minutes taker in attendance

Apologies

Michael Sheppard.

Steering Group Membership:

- Gary Noakes, Chair
- Peter Gallagher, metal workers. Treasurer
- Nigel Paterson, woodworkers. Secretary
- Les Hubbard, Others
- Michael Sheppard, Eco and others
- Peter Hyde, model makers
- Paul Griffiths, Age UK MK, in attendance
- Dave Lewis, in attendance
- David (DJ) Lloyd in attendance: minutes

	Action Point	Item	Action
FUND RAISING			
1		Heating in Mezzanine: Completed and closed	N.F.A.
2		Galaxy award. Failed and closed	N.F.A.
3	24/3/14:1	Stantonbury Parish bid for finance for Stair Lift. Agreed to apply for a lift capable of 25 stones at a little more than £1,049, however need to have sight of detailed spec, which is to be agreed with AgeUK. There is a concern to ensure that summons buttons will be provided at both top and bottom of the stair and with the escape procedure in the event of an emergency coinciding with a power failure. Probable additional finance required of £535	To put in a final bid for additional capital finance Peter G.
4		MK Community Foundation bid. Failed,	N.F.A.
5	24/3/14:2	To establish a list of Parishes ready to shortlist. Achieved	To target applications to parishes with higher precepts. Lead unknown
6	24/3/14:3	Co-op bid. As previously, a bid for tools and machine training and accreditation has been prepared	Michael Sheppard. & Peter G.
7	24/3/14:4	Biffa: further action to apply for funding	Nigel P.
8		Lottery funding. Abandon	N.F.A.
9		Masons funding. Abandon	N.F.A.
10		Fishermead Council funding. Abandon	N.F.A.
11	24/3/14:5	Age UK funding opportunity to cover revenue shortfall	Paul G
12	24/3/14:6	To consider other funding sources: John Lewis, Lions, Round Table, Tudor Trust. et-al	Continuing; open ended

Membership and finance			
13		Survey of Members. The survey has been abandoned	N.F.A.
14	24/3/14:7	<p>Annual General Meeting. This will be called for a date about 10 days after the CIO has confirmed a trivial wording change to our objectives. This meeting will probably now happen in late April. At that time we will need (1) a list of nominations, (2) a finance report and a (3) chairman's report together with (4) forms from all proposed trustees that they comply with CIO regulations and have not been to prison too frequently.</p> <p>DJ to contact all potential trustees to secure confirmation that they accept responsibilities as trustees and are fit and proper persons.</p>	<p>Date to be confirmed by Peter G.</p> <p>Peter G: for treasurer's report Garry N: for Chairman's report</p> <p>DJ for confirmation that we have confirmation from all trustees</p>
15		Increase in subs: Agreed to abandon	N.F.A.
16	24/3/14:8	Subscriptions: Agreed that we need to establish better and more effective mechanisms to ensure that subs are paid regularly and that everyone should adopt the DD payment system	Ken Rannas Membership Czar to advise and ongoing
17	24/3/14:9	Members with Special Needs. It was agreed that as a priority we need to set up a meeting with all potential referring agencies to establish a procedure for a special needs and risk analysis for potential members. We need to be advised as to the support and supervisory regimens that might be needed, especially in relation to the high risk with the class 2 fixed power tools and the extent that the referring agencies can provide carer/ supervisor staff. Also we may need to consider offering Special Needs opening times outwith regular shed hours.	<p>Lead: Paul G to establish a list of potential referring agencies and to set up a meeting.</p> <p>And everyone else.</p>
18	24/3/14:10	Membership recruitment: to consider inviting local firms with retirees to consider sponsorship of the Shed.e.g.John Lewis, Breakfast Clubs, and all other local employers. There is a concern that membership could grow beyond the scope of the shed as it exists, This could lead to opening on other days and for longer hours. Even leading to ladies sessions	<p>Pending. To revisit after COI approval</p> <p>David Lewis</p>
ORGANISATION			
20	24/3/14:11	<p>The bid for a volunteer Workshop Co-ordinator has failed. It was agreed to set up a workshop planning group to determine the future development of the wood workshop area.</p> <p>An initial task list was agreed: we shall develop -</p> <ul style="list-style-type: none"> • A system to record the identity and location of power tools to facilitate PAT testing and just finding the tools • A system to ensure all power tools are in full working order – e.g. the router tables • to purchase a mitre guide for the table saw 	Peter G to coordinate a wood workshop planning group

		<ul style="list-style-type: none"> • To complete the dust extraction system • To install additional power supply booms to eliminate dangerous extension power supply cables especially to the table and radial arm saws • To slim down the numbers of duplicate hand and power tools and to ensure that all tools on open display are in good working condition and to eliminate redundant and out of condition tools • The development of wall boards to display frequently used hand tools and to secure that they are returned to their home stations • Provision of task lighting especially to the lathes and benches for e.g. the power sander and small bandsaw • To install the micro-dust filter in close proximity to the lathes • To re-consider the accreditation process 	
21	24/3/14:12	Volunteer fund raiser. This was considered a dead duck, however DJ agreed to secure a copy of the OU course materials on fund raising and to report if there were any suggestions that might be productive	DJ to report in due course
22		<p>CIO application: The First Charity Trustees, (Les Hubbard, Michael Sheppard, Nigel Paterson, and Peter Gallagher) have agreed the revised wording of the Objects in the Constitution.</p> <p>We shall confirm this agreement with the Charity Commissioners</p>	See action point 24/3/14:7 - AGM And Peter G
23	24/3/14:13	e-commerce. There have been no developments. <i>(subsequent comment from Les H: "could it be confirmed who will be responsible for the e-commerce shop as it may have a knock on effect to the Data Protection Act")</i>	Peter G to check with Steve where we are
BUILDING and FACILITIES			
25	24/3/14:14	Computer tidy up, all outstanding issues but one have been completed, however the possibility of Network Rail providing better flat screen monitors remains outstanding	Garry N to progress
26	24/3/14:15	Fire Alarm Testing. This is still outstanding	Gary Noakes and Nigel Paterson
27		Smart water: agreed to abandon.	N.F.A.
HEALTH AND SAFETY			
28	24/3/14:16	<p>Training in the safe use of free-standing major power woodworking power tools: We have agreed in principle a training day with MK college at their premises on the safe use of the table saw, band-saw, router-table and planer thicknesser. This will be a full day session for up to 10 members. Repeat sessions may be possible. Date(s) to be confirmed Costs if any to be established</p>	Peter Gallagher

	24/3/14:17	Additionally Peter from the College has agreed to provide an evening session demonstration at the Shed of the safe use of lathes and the sharpening of wood turning gouges. Date to be confirmed	Peter G
29		Training in the use of router demonstrations	Router table training to be offered as part of college training see 24/3/14:16
30		Training in the use of the bench grinder	For the time being on hold
31		Induction programme for new members. The idea of special sessions for in-depth meet and induct new members has been abandoned, the current 'as and when' system will continue	N.F.A.
32		Health and safety signposting. completed	N.F.A.
33	24/3/14:18	Training and accreditation in the use of major power tools. It was agreed that the system is not yet working effectively and needs to be reconsidered	All
34		First Aid Training. We welcomed the offer from MiS MK member Dr Watson to organise further training in first aid. Sessions will be organised as soon as possible	Nigel P
	24/3/14:19	Consideration of the purchase of a de-fibrillator. This item was discussed at some length and DJ agreed to contact a mate who had been the senior CPR trainer at one of the London Hospitals for advice and idea of costs.	DJ
Membership, Relations, Promotions and Events.			
36		Schedule of events: it was agreed that at this time not to put further work in developing a programme of events	N.F.A.
37		Green woodturning; we still hope to develop this demonstration	No contact identified
38	24/3/14:20	Contact with other local sheds and offer to support local nephew sheds.	To be reconsidered
39		Electronic versions of promotional material	N.F.A.
INFORMATION TECHNOLOGY			
40	24/3/14:21	Data Protection. To investigate the extent of our responsibilities.	Les H
WOOD WORKSHOP			
41	24/3/14:22	Planned purchases: It was agreed to move ahead with the following bids: <ul style="list-style-type: none"> • Tenon Saws, Hammers, Orbital Sander, HandPlanes at an estimated cost of £465 with a bid to be organised by Dave Lewis and Nigel Pigot. Parish One • Dust Extractor, Biffa at £350 Nigel P • Mains powered drills, and a band -saw at £1,990 to be organised by Michael S and Les Hubbard • Spindle/bobbin sander, wood turning sharpening kit, training in the safe use of tools and a stair lift. From MK Comm. Fund at £1,6690: Peter G 	Dave Lewis Nigel Pigot Nigel P Michael S Les H Peter G

		<ul style="list-style-type: none"> • Mezzanine lighting, bench task lighting: £454 Dave Lewis 	
42		Dust extraction , now redundant, action point 24/3/14:10 above	N.F.A.
43	24/3/14:23	Return of bandsaw and dust extractor	ongoing
METAL WORKSHOP			
44		Planned purchase: None	N.F.A.
45		Lathe the request for a return has evaporated	N.F.A.
PROJECTS			
46		Bird boxes	ongoing
47		Tools for self-reliance	ongoing
RELATIONS WITH EXTERNAL BODIES			
	24/3/14:24	Peter G has been involved in inconsultations with Age UK and tabled a letter summarising his recent discussions with our landlords. Specifically MiSMK has now authorised that we should make a donation of £4,000 to Age UK to coincide with the current rental period. It has been agreed that a revised Memorandum of Understanding (MOU) should be drawn up to further determine our relationship with Age UK	Peter G