

Men in Sheds MK

Minutes 31st March 2014

Present

Peter G. Michael S. Les H. DJ: co-opted as minutes taker

Apologies

None

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	<p>Stantonbury Parish bid for finance for Stair Lift.</p> <p>There has been no activity under this heading, so the minute of 24/2/14 remains:</p> <p>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 Age UK. 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</p>	<p>To put in a final bid for additional capital finance.</p> <p>Pending Peter G.</p>
	2	<p>To establish a list of Parishes ready to shortlist.</p> <p>Ongoing</p>	<p>Dave Lewis, Nigel Pigott</p>
	3	<p>Co-op bid. As previously, a bid for tools and machine training and accreditation has been prepared</p> <p>Michael S. indicated that the Co-op has had about 23 applications for a possible maximum grant of £26K. It recently allocated £16K. It follows that there is a maximum of £20K remaining that might be available.</p> <p>It was agreed to put in our formal bid NOW but to reduce the bid to cover just the band saw alone. Additional funding will need to be identified to cover the mains power drill.</p>	<p>Michael S. & Les H.</p>

	4	Biffa: further action to apply for funding	Ongoing; Nigel P.
	5	Age UK funding opportunity to cover revenue shortfall	Ongoing; Paul G.
	6	To consider other funding sources: John Lewis, Lions, Round Table, Tudor Trust. et-al	Ongoing; open ended
Membership and finance			
	7	<p>Annual General Meeting.</p> <p>It was agreed that following the approval of our status as a registered charity our first formal AGM will be held at noon on 23rd April 2014</p> <p>Notice of the formal notification of the date for the AGM will be issued by email and notices in the Shed on the 9th(or if possibly the 7th) of April)</p> <p>It was agreed that the Confirmation from the Trustees that they are proper persons can be 'signed' electronically</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>
	8	Subscriptions: Agreed that we need to establish better and more effective mechanisms to ensure that subs are paid regularly and that everyone should be encouraged to adopt the DD payment system	Ongoing; Ken Ranns as Membership Czar to advise
	9	<p>Members with Special Needs.</p> <p>Noted: Peter G. has provided a list of known agencies to Paul G. It is inevitable that this list is incomplete.</p> <p>The proposed meeting is still outstanding</p>	<p>Lead: Paul G. to establish a list of potential referring agencies and to set up a meeting.</p> <p>And everyone else.</p>
	10	<p>Membership recruitment:</p> <p>Peter G. has offered to attend Breakfast Clubs, if invited, and explain the relevance of MiSMK for staff about to retire. We will try to link drives to local employers to secure funding for a MiSMK de-fibrillator</p> <p>Approaches to local Employers is still pending</p>	<p>Ongoing:</p> <p>Peter G. David Lewis</p>
ORGANISATION			
	11	<p>Volunteer Workshop Co-ordinator</p> <p>It was agreed that Les H. and Peter G. will retrieve all of the information on sources of volunteers for further consideration</p>	<p>Les H. Peter G.</p>

12	<p>Workshop planning group to determine the future development of the wood work-shop area. It was proposed that initially this group should include: Andrew, DJ, Cowboy John, Peter G and Nigel P</p> <p>DJ demonstrated the working model of a “French Cleat” system for mounting tool boards on a wall. It was agreed that initially two rails will be installed on the wall above the lathes in the wood work-shop.</p> <p>It was confirmed that a workshop clear up-day would be held on Thursday 10th April</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 • 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 	<p>Peter G. to coordinate a wood workshop planning group,</p> <p>DJ and Andrew</p> <p>All</p>
13	<p>Open University course on Fundraising. DJ has not yet been in to the Library.</p>	<p>DJ to report in due course</p>
14	<p>CIO application:</p> <p>It was noted that our bid for charitable status has been successful.</p> <p>It was unanimously agreed to record our congratulations to the Treasurer and acting chair for his magnificent work in driving forward the bid for CIO status. The Trustees indicated that they expect the Management Committee to organise champagne on ice with appropriate canapés as a mark of celebration following the AGM</p>	<p>See action point 24/3/14:7 - AGM</p> <p>Peter G.</p>

		<p>It was noted that at the forthcoming AGM we will need to elect both the trustees and subsequently the management committee for MiSMK and to establish that the Trustees delegate responsibility for the running of the Shed to the management committee (See also Minute One of the meeting of Trustees held on 31st March 2014)</p> <p>It was agreed that the management committee will draft, and the First Charity Trustees will be invited to approve, a standing order that forms the basis of the delegation and to establish the responsibilities of the Management Committee</p>	DJ
	15	e-commerce. Pending.	Peter G. to check with Steve where we are
	16	Non e-commerce Sales It was agreed that members should be encouraged to try to sell our bird boxes. It was agreed that the sale price for the boxes in either the DIY kit form or as ready assembled versions would be £6.50. At this price, and assuming that we manage to sell all of the boxes, this will generate an income of about £600 for MiSMK	
BUILDING and FACILITIES			
	17	Computer tidy up , all outstanding issues but one have been completed, however the possibility of Network Rail providing better flat screen monitors remains outstanding	Ongoing: Garry N to progress
	18	Fire Alarm Testing. This is still outstanding	Ongoing: Gary Noakes and Nigel Paterson
HEALTH AND SAFETY			
	19	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	Outstanding: Peter Gallagher to call the College
	20	Additionally Peter from the College has agreed to provide an evening session demonstration at the Shed on the safe use of lathes and the sharpening of wood turning gouges. Date to be confirmed	Peter G. to call the College
	21	Training in the use of the bench grinder	For the time being on hold

22	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
23	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	Purchase of a de-fibrillator Les H has obtained details of appropriate automatic de-fibrillators at a cost of £935, (VAT exempt as this is a health related purchase) This price tallies with the recommendation that DJ's mate with responsibility for CPR at a London Hospital had made. Further information should be forthcoming. Consideration was given to inviting our neighbours in Kiln Farm to join us in the purchase of such a device however there was concern about the location of the de-fibrillator. If we experience an emergency then we need to be able to deploy the device in a matter of minutes; this would appear to indicate that we need one located in the Shed.	Les H. and DJ
Membership, Relations, Promotions and Events.		
25	Green woodturning; we still hope to develop this demonstration However the guys who might be able to provide this are too busy coping with the damage from the recent storms to progress this item in the near future	Michael S.
26	Contact with other local Sheds It was agreed to try to organise visits to the Sheds in Bedford and Aylesbury.	Pending: No lead established
INFORMATION TECHNOLOGY		
27	Data Protection. Les H. had circulated a substantial body of information on our responsibilities under the Data Protection Act. It appears that there is no requirement for us to register, however we could opt to do so at a cost of £35. There appear to be no advantages to MiSMK in so doing and it was agreed that if we have £35 spare this would be better spent on biscuits Standing Order. Peter G made reference to the eight points of an effective of Data protection system and invited DJ to edit/revise this list as a basis for our operation	DJ

WOOD WORKSHOP			
	28	<p>Planned purchases:</p> <p>There has been no activity. The previous minute therefore stands:</p> <p>It was agreed to move ahead with the following bids:</p> <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 <p>Mezzanine lighting, bench task lighting: £454 Dave Lewis</p> <p>See also appendix one as a separate file</p>	<p>Dave Lewis Nigel Pigot Nigel P Michael S Les H Peter G</p>
	29	<p>Return of band saw and dust extractor</p> <p>No activity to report</p>	ongoing
METAL WORKSHOP			
	30	No activity to report	
PROJECTS			
	31	Bird boxes	ongoing
	32	Tools for self-reliance	ongoing
RELATIONS WITH EXTERNAL BODIES			
	33	<p>Rental costs to Age UK</p> <p>Despite the earlier agreement to 'donate' our subs to Age UK; our accountant has now objected that this is not acceptable under existing tax law. However having now achieved charitable status it appears that it is acceptable for Age UK to issue an invoice for our rent with no VAT obligation. It was agreed that we would now invite Age UK to provide us with such an invoice and for the treasurer to make payment.</p>	Peter G
Any Other Business			
	34	<p>Requests for MiSMK to undertake projects</p> <p>It was noted that we have received invitations to create projects for local community groups. These include: A giant Bucket, A Hollywood stage set, a fundraising thermometer, a duck house and a crazy golf boat.</p> <p>Further details and plans for all of these requests is awaited.</p>	