

Men in Sheds MK

Minutes 28 April 2014 ~~31st March~~

2014

Present

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

Apologies

None

Management Group Membership:

- Peter Gallagher, Chair
- Les Hubbard, Treasurer
- DJ (David Lloyd) Secretary
- Nigel Patterson co-opted

Action Point	Item	Action
1	The Management Group agreed to get a larger table	Nigel P
2	It was agreed to invite Nigel P and Michael S. to become co-opted members of the Management Group	DJ
3	Stair lift. We are still £500 shy of the cost of the lift. Agreed to contact the supplier to finalise details of the installation and invite Age MK to approve the plans. It was agreed that we will go ahead with a 'loan' from our general funds, and to try to recoup this from other donors.	Peter G Nigel P
4	Further Developments in the Mezzanine area. It was agreed to: <ul style="list-style-type: none"> • develop a digital photography suite • Agree for Phil to bring in his model tram layout • To encourage artists and others to sublet space It was agreed to talk to local artists looking for space And to talk to local photographers looking for space	Peter G Nigel P
5	To establish a list of Parishes ready to shortlist. Agreed to 'chase' Nigel Pigott over this	Peter G
6	Co-Op bid. We are still waiting for Michael to provide the forms for Les to complete and submit.	Michael S Les
7	BIFFA No action yet, pending	Nigel P
8	Age MK, Agreed to leave this until our rent bill has been sorted out.	None
9	Further Funding sources agreed to abandon for the time being	None
Membership and Finance		
10	To seek confirmation that all trustees are 'fit and proper	DJ

	persons'	
11	<p>To plan the 2nd meeting of the Trustees. Business likely to include at least:</p> <ul style="list-style-type: none"> • General Procedures • What returns to the Charity Commissioners are required • Constitution • Standing Orders • Formal review of finances • Register of Members <p>Agreed to consult Paul G to set up a date for this meeting</p>	DJ
12	<p>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</p>	Ongoing; Ken Ranns as Membership Czar to advise
13	<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>Agreed to try to set up in initial meeting with all contacts of which we are aware</p>	Peter G
14	<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>	Peter G
ORGANISATION		
15	<p>Volunteer Workshop Co-ordinator</p> <p>It was noted the Paul G may have a further contact(s) that might provide funding. Agreed to try to follow up this lead</p>	Unspecified
16	<p>Workshop Planning Group.</p> <p>The initial list of tasks for the wood workshop previously agreed was confirmed.</p> <p>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 	

	<p>display are in good working condition and to eliminate redundant and out of condition tools</p> <ul style="list-style-type: none"> • 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>It was agreed to organise a meeting of the working group of Andrew, DJ, Cowboy John Peter G and Nigel P</p>	DJ
17	<p>Fund Raising. DJ reported that he had checked the material for the OU fund raising course, and so far had found little that was of relevance or use to us. It was agreed that all members would keep an 'ear to the ground' for any hints of possible further funding.</p>	All
18	<p>COI Noted that the Standing Orders still need to be drafted. These can be based on the old Constitution with a note from the retiring treasurer re th responsibilities of the Treasurer</p>	DJ & Peter G
19	<p>E –Commerce This development is now at an advanced stage. The website has been established and should be pilot tested and then operational in about three weeks' time</p>	Steve
20	<p>Non e-commerce Sales. Re the Bird boxes and box kits, this is now fully operational</p>	No further action
21	<p>Computer Tidy Up Completed</p>	No further action
22	<p>Fire Alarm Testing Agreed to consult with Paul Griffiths to establish just what is required for us to satisfy H & S</p>	Nigel P
HEALTH AND SAFETY		
23	<p>Training in the safe use of free-standing major power woodworking power tools: We are waiting for a response from MK College Agreed to chase them</p>	Peter G
24	<p>Wet stone grinder. It was noted that we have found the jig required for straight edge tools – chisels and plane blades and that this is now installed on our machine, however we cannot locate the setting gauge. Agreed to try to locate this item in the manufacturer's catalogue and arrange to purchase</p>	DJ
25	<p>Training and Accreditation Agreed to review our documentation and if possibly streamline our systems</p>	Nigel P

26	First Aid Training Ongoing	Nigel P
27	De Fibrillator Agreed to try to get multiple copies of the leaflet Agreed to try to get a list of our neighbours in Burners Lane Agreed to design a folder inviting neighbours to contribute to the purchase of a site based de-fibrillator	Les Peter G. Nigel P.
28	Green Woodturning Still pending	
29	Contact with other Sheds – Aylesbury and Bedford. Agreed to raise the possibility of an outing to visit during a Wednesday Shed Meeting to establish if members are interested	
30	Data Protection Noted that we appear to be fully compliant with the regulations, but that new standing orders will be drafted to embody these in our standing orders	DJ
31	Planned Purchases There has been no activity. The previous minute therefore stands: <i>It was agreed to move ahead with the following bids:</i> <ul style="list-style-type: none"> • <i>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</i> • <i>Dust Extractor, Biffa at £350 Nigel P</i> • <i>Mains powered drills, and a band -saw at £1,990 to be organised by Michael S and Les Hubbard</i> • <i>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</i> <i>Mezzanine lighting, bench task lighting: £454 Dave Lewis</i>	Dave Lewis Nigel Pigot Nigel P Michael S Les H Peter G
32	Return of band saw and dust extractor No activity to report	ongoing
33	Metal Workshop Steve has been provided with a key to allow work on Tuesdays and Thursdays, he has organised a series of Working Parties and as follows: <ul style="list-style-type: none"> • Trailer refurbishment • Completion of Kity • Clearing the area under the racking • Installing Peter's lathe into the areas under the racking • Installing a donated lathe with a milling attachment • Installing a further double socket outlet. 	
34	Bird Boxes.	

	These are now done and dusted. Kits will be assembled as and when required by sales	The bird box Crewe
35	Tools for Self reliance Ongoing	
36	Raised Beds for Schools request Plans are in hand	Harry
Other Projects		
37	Giant Bucket is now the Money Machine. This is to be built to be used on June 22 nd , new plans are awaited. Hollywood Stage Set has been abandoned Duck House – plans have not been forthcoming, and appears to have been abandoned. Fund Raining Thermometer	