

Men in Sheds MK

Minutes 12-5-2014

Present

Peter G. Nigel P. Les H. DJ. Michael S.

Apologies

None

Management Group Membership:

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

Action Point	Item	Action
1	The elected officers welcomed Nigel and Michael to the meeting	
FUND RAISING		
2	Stair lift. Agreed to set up a site meeting with the suppliers to consider the design and agree details of the contract. Age Concern will be invited to attend this meeting	Nigel P
3	Further Developments in the Mezzanine area. Ongoing	Peter G Nigel P
4	To establish a list of Parishes ready to shortlist. Agreed to 'chase' Nigel Pigott over this. Ongoing	Peter G
5	Co-Op bid. The application will be ready to submit shortly. It was reported that all bids are likely to be considered by the Co-op in July.	Michael S Les
6	BIFFA An email has been sent, we are waiting to complete their application form.	Nigel P
Membership and Finance		
7	To seek confirmation that all trustees are 'fit and proper persons' Ongoing	DJ
8	To plan the 2 nd meeting of the Trustees. Business likely to include at least: <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 Agreed to consult Paul G to set up a date for this meeting Ongoing	DJ

9	<p>Subscriptions: An analysis of the singing in register, the number of direct debits and the cash in the demijohn weekly shows that we have an effective membership of about 60.</p> <p>IT was agreed that conditions for establishing MEMBERSHIP should include</p> <ul style="list-style-type: none"> • Having completed the membership form • Having consistently attended THE SHED after an initial probationary period of one month • Having made regular donations <p>It was agreed that this statement of the criteria for membership should be referred to the Trustees as a basis for a standing order.</p>	Ongoing; Ken Ranns as Membership Czar to monitor
10	<p>Members with Special Needs. We have been approached by a Dr Patel of Chadwick Lodge Hospital with a view to one of her patients attending the Shed.</p> <p>Peter G. tabled a series of questions that we will need to explore with Dr Patel, this is likely to be developed as a standard questionnaire to be explored in relation to any further potential Special Needs members</p> <p>It was agreed that in general with further Special Needs members we will establish a probationary period with a series of reviews of the progress of the membership</p>	Peter G
11	<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>Ongoing</p>	Peter G
ORGANISATION		
12	<p>Volunteer Workshop Co-ordinator Agreed that this will be parked pending an suggestion of a funding source.</p>	NFA
13	<p>Wood Workshop Planning Group. It was agreed to organise a meeting of the working group of Andrew, DJ, Cowboy John Peter G and Nigel P (See also Item 20 below)</p>	DJ & Peter G
14	<p>Fund Raising.</p>	NFA
15	<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 the responsibilities of the Treasurer</p>	

	This will be a major item on next week's agenda to cover all ideas from the old constitution together with Security, Health and Safety and Data Protection. Ongoing	DJ & Peter G
16	E –Commerce Pending,	Steve
BUILDING AND FACILITIES		
17	Fire Alarm Testing Agreed to consult with Paul Griffiths to establish just what is required for us to satisfy H & S. All of our members who have been trained to manage this are out of action and we need new input from Age UK Pending	Nigel P
HEALTH AND SAFETY		
18	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 Pending	Peter G
19	Wet stone grinder. DJ reported that he had located the missing gauge in the catalogues. The price is about £18 - £20. Agreed to purchase.	DJ
20	Training and Accreditation Agreed establish a prominent notice board with a list of members showing the accreditation that each has achieved. We will require any one working in the workshop areas to wear their name badge so that it is possible to identify and check the accreditation status of everyone working there. This will be explained to members during a Wednesday meeting	Peter G Nigel P
21	First Aid Training Ongoing contact details for Dr Watson will be located	Nigel P
22	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 All still pending	Les Peter G. Nigel P.
MEMBERSHIP, RELATIONS AND EVENTS		
23	Green Woodturning Still pending	
24	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	

INFORMATION TECHNOLOGY		
25	<p>Data Protection</p> <p>We will try to develop the list of issues provided by Les as a Standing Order for consideration next week.</p>	DJ
26	<p>Planned Purchases</p> <p>There has been no activity. The previous minute therefore stands</p> <p><i>NEW: It was agreed to check with the Woodwork team how much of a priority the bobbin sander was and would a tradesman/professional grade pillar drill not be a better purchase.</i></p>	<p>Dave Lewis Nigel Pigot Nigel P Michael S Les H Peter G</p>
27	<p>Return of band saw and dust extractor</p> <p>No activity to report</p>	ongoing
28	<p>Metal Workshop</p> <p>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:</p> <p style="text-align: center;">Ongoing</p>	
29	<p>Raised Beds for Schools request</p> <p>Plans are in hand</p>	Harry
Other Projects		
30	<ul style="list-style-type: none"> • Giant Bucket is now the Money Machine. This is to be built to be used on June 22nd, new plans are awaited. • Hollywood Stage Set has been abandoned • Duck House – A plan has not been forthcoming, and appears to have been abandoned. • Fund Raising Thermometer Awaiting plans 	
ANY OTHER BUSINESS		
31	<p>Finance</p> <p>It was agreed that we will maintain our account with the Co-op bank.</p>	
32	<p>Finance.</p> <p>Authorised signatures</p> <p>It was agreed that following the new management arrangements the approved signatures for our bank account will be changed as follows:</p> <ul style="list-style-type: none"> • To delete Heinz Elbers • To delete Allan Entwistle • To instate Les Hubbard as Treasurer • To instate David Lloyd (DJ) as Secretary • Peter Gallagher as Chairman remains 	