

Men in Sheds, Milton Keynes

Management Committee

Minutes of the meeting held on 5 September 2016

Present: Peter Gallagher (Chair, Nigel Pigott (Secretary), Les Hubbard, Steve Heath, Nigel Paterson, Paul Griffiths

Apologies: Michael West

Responsibilities in The Shed

1. Peter reported on a meeting that he and Nigel Paterson had had recently with Andrew and Vince. They had been concerned about a lack of communication between the Management Committee and Shed members and a lack of clarity about planning. As a result a plan had been agreed. Leaders (Champions?) would be designated for each of the areas: woodwork, metalwork, modelling, hackspace and social. They would be invited to attend Management Committee meetings in a non-voting capacity and would be responsible for drawing up plans for their areas, including procurement needs. It was **agreed** that ways needed to be found of encouraging members to take responsibility for developing and implementing their own ideas for the Shed.
2. A number of people had volunteered at the AGM to take on specific responsibilities but others remained outstanding, including PAT testing, health and safety (including first aid), risk assessment and building maintenance. Some people are willing to take on tasks e.g. Dennis and PAT testing, Dave Towell and toilets, but will need support. **Agreed** that a sign-up sheet would be posted at the upcoming Shed meeting.
3. **Agreed** that initial PAT testing should be done by a contractor followed by in-house testing as new equipment arrives. Les and Michael are currently seeking PAT testing accreditation.
4. **Agreed** that Steve Heath would talk to prospective contractors about the upgrading of the power supply.
5. Nigel Pigott had produced a Stage 2 implementation plan for the works needed following the installation of the stairlift. **Agreed** that this needed to be translated into actions as soon as possible.
6. **Agreed** that Nigel Paterson would clear all out-of-date notices from the Shed
7. **Agreed** that Peter Gallagher and Nigel Pigott would work on a calendar of daily, weekly, monthly and annual tasks for the Shed. This could be used to drive a reminder system.

Future meetings

8. **Agreed** that Management Committee meetings should be held every two months at 16.00 on the first Monday in the month, with midday Shed meetings monthly, to follow Committee as appropriate.
9. Agreed to hold a Trustee meeting in October.

Date of next meeting

Monday 3 October at 16.00

NMP 9.9.2016

Approved, P Gallagher

