

Men in Sheds, Milton Keynes

Management Committee

Minutes of the meeting held on 3 October 2016

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

Matters arising from the minutes of the meeting held on 5 September

1. There had been no further progress with encouraging members to take responsibility for developing and implementing their own ideas for the Shed. Further consideration would need to be given to this.
2. A sign-up sheet had been posted at the September Shed meeting and a number of volunteers for various tasks had come forward.
3. Les and Michael had received PAT testing accreditation.
4. Steve Heath had not yet spoken to prospective contractors about the upgrading of the power supply.
5. Peter Gallagher and Nigel Pigott had not yet developed a calendar of daily, weekly, monthly and annual tasks for the Shed.

Lease

6. The following outstanding issues/concerns arising from the proposed lease agreement were noted:
 - a. Need to make clear to Tradefair that they do not have right of tenancy. They currently pay £20/month. We should not have businesses being conducted from the premises but if a service is being provided this gives exemption from the business rate. **Paul G** would investigate the current agreement with Age UK. Noted that the printer was an additional occupant.
 - b. Para 4.4 – the building does suffer vibration from the adjoining unit (and vice versa). Both parties should perhaps seek licence to make noise/vibration within reasonable limits..
 - c. Schedule 6 para 7 – examples needed.
 - d. Schedule 4.9.1. who should provide a receptacle for refuse and will there be an additional charge?
 - e. Reserves account? £20272 in bank.
 - f. May consider an annual break arrangement after Q1st year because of business rate situation.
 - g. Dilapidation: Age UK have asked for £9k to be set aside.
 - h. **Paul G** to release action list to Age UK
 - i. Wiring: List of defects supplied to Age UK for action.
 - j. Fire protection. Independent power supply needed? May be a cost.
 - k. Contact address for paying utilities bills?
 - l. Solar panels? What will it cost and whose liability for their equipment?

- m. We believe we have done appropriate due diligence with regard to the takeover of the lease, but does this mean that we can go ahead and negotiate the lease without calling in legal resource?

Shed improvements

7. Stair lift: £1900 had been spent, with a further £500-£600 available to cover the cost of the evac chair and extended warranty
8. Equipment: A new mitre saw was expected to cost c.£400.
9. Power supply: The cost of a new three-phase power supply is estimated at £4000
10. Fire protection: We might need more than the one existing heat riser for fire protection. **Peter G** would investigate contract requirements. Noted that fire inspection was annual but we should check extinguishers every six months.
11. Heating: the assessment made some recommendations according to cost and payback time but any improvements were likely to be very expensive. **Peter G** would investigate supplementary infrared as a possible lower cost solution.
12. Lighting: improvements in both quality and efficiency were desirable. **Paul G** to advise on who installed Age UK Furniture Store lights. If LEDs were identified as a solution then daylight ones would be preferred as they would help to combat SAD. **Michael W** to progress.
13. First responder training: we have had an offer of CPR training and a defibrillator talk. There is a list of ten volunteers for First Responder training but it was suggested that if all keyholders were to be trained this might ensure that there was always at least one first responder on the premises.
14. John Lewis Christmas lunch: **Paul G** to seek ten places for the Shed

Date of next meeting

Monday 12 December at 16.00 (and on the first Monday every two months subsequently).
Shed meetings will take place monthly on the first Wednesday at 12.00.

NMP 17.10.2016

Approved, Peter Gallagher

