

## Men in Sheds, Milton Keynes

### Management Committee

#### Minutes of the meeting held on 5 June 2017

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

David Lewis was welcomed to his first meeting.

The minutes of the meeting held on 10 April 2017 were approved as a correct record.

#### Lease

1. As Age UK had made little progress in negotiations with MKCF regarding the cost of dilapidations. It has therefore confirmed that it no longer regards as urgent the need for the Shed to take on the lease. On condition that the Shed assumed all responsibility for ongoing costs it would be willing to extend the current arrangement on (potentially) a three or six year renewable basis.
2. It was agreed that there was a disincentive to investment in the Shed with the current one month rolling renewal of the lease, especially on major capital items such as new heating and that we should therefore agree in principle to remaining lessees of Age UK but to seek a new agreement. This would not preclude additional funds being sought from e.g. MKCF or the seeking of alternative accommodation.

#### Shed improvements

3. **Evac chair:** Nigel Pigott is writing up procedures and will post list of trained users near the stairlift. Cascade of training will commence shortly. The ramp is now urgently needed and a further appeal for volunteers to construct it will be made at the next Shed meeting.
4. **First responder training:** One further session will be run, thereafter those wishing to be trained could be referred to suitable web-based material.
5. **CCTV installation:** This is still being tested. The Raspberry Pi is not adequate to the task so hardware and software will need to be upgraded.
6. **Training:** First Didac training session has happened. Some adaptations of the programme to make it more appropriate to the Shed are awaited.
7. **Calendar/Comms system:** Peter continues to prototype this.
8. **Makerspace improvements:** Electrical work is still outstanding. The cost is expected to be less than £300.
9. **Reorganisation of workshop areas:** A space utilisation plan is being drawn up with input from Makers (Andy) and John Weir. This will then be reviewed by the Committee and others before an implementation plan is drawn up.
10. **Heating:** Improvements on hold pending decision on lease.
11. **Compliance with insurance conditions:** The welding bay would need to be modified with the installation of a welding curtain, the removal of all combustible materials (including from the adjoining wall in the model making area) and the provision of a metal bin for combustible waste. Hot air guns also represent a risk and should be removed. Two additional fire extinguishers would be needed and heat risers (already procured) needed to be installed. Fire extinguisher training would be needed but this could probably be satisfied through an appropriate YouTube video. A kitchen timer to assist with observing the 30 minute rule was proposed. **ACTION: SH** to supply curtain, **PG** to contact fire safety people re: extinguishers, volunteers

needed to undertake other work. **NP** to contact Proweld re: supply of new non-gas welder.

12. **Enhanced opening hours:** Agreed to keep this ad hoc and informal at present. Andy and James (Makers) to be added as keyholders. **MW** would create a notice posting facility.

#### **Insurance**

13. The increased premium had now been paid but an alternative insurer would be sought for next year. The UKMSA was also looking into the insurance issue and might seek a deal for sheds nationwide.

#### **Projects**

14. Wolverton Community Association had commissioned the Shed to produce a British Railways-style sign to be presented to Wolverton's Belgian twin town.

#### **AOB**

### **Trustees meeting**

#### **Minutes of the meeting held on 5 June 2017**

Present: as above

#### **Minutes**

1. Agreed to endorse the Committee's decisions on the lease. currently healthy levels of membership were noted.

#### **Finance**

2. The account is in deficit on the current month because of the outlay on insurance and first aid training costs were still to come. However there were no concerns about the overall position. It was noted that the stairlift would require an annual service at an estimated cost of £80.

#### **CPR training etc**

3. It was suggested that we should seek grant funding for a CPR mannequin and possibly a defibrillator. **ACTION:** to consider at next meeting.

#### **AGM**

4. This had taken place on 18 May 2017 and a new Management Committee and Board of Trustees had been elected. Agreed that Age UK should be invited to nominate a replacement for Paul Griffiths as a trustee and committee member. **ACTION: PG**

#### **Date of next meeting**

**Monday 4 September 2017** 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 12.6.2017