

Men in Sheds, Milton Keynes

Management Committee

Minutes of the meeting held on 2 October 2017

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

Apologies: Les Hubbard

The minutes of the meeting held on 7 August 2017 were approved as a correct record.

Lease

1. Negotiations between Age UK and MKCF concerning dilapidations are ongoing. Age UK have been asked to consider a 5 year lease with a 3 year break clause. They have also been asked to clear out their remaining stored items.

Shed improvements

2. **Hot working:** Some progress has been made with clearing the welding bay. It was agreed that fire resistant plasterboard would be a suitable material to clad the partition. Welding curtain will need to be positioned so that welding area is screened from passers-by. **ACTION: MW to procure plasterboard, SH to supply curtain.**
3. **Fire extinguisher training:** Suitable video material is still sought.
4. **Machine training:** Didac accreditation has begun with bandsaw training and continues to progress well.
5. **CCTV system:** Cameras have been installed in the foyer, main workshop and upstairs. The laser room and welding bay will be added in due course. LEDs will be fitted to the cameras so it is clear when they are working.
6. **Access control:** New locks have been installed but new control system is still in development. Makers will install a prototype system that will control machine access and monitor usage. Individual machines have different control systems and these will need to be investigated to ensure compatibility.
7. **Reorganisation of workshop areas:** Maker Andy is working on a space utilisation plan. This will then be reviewed by the Committee and others before an implementation plan is drawn up. Distribution of power outlets will also need to be considered along with upgrading of the supply.
8. **Lighting:** This is very poor for some machines (e.g. lathes). Should the provision of head torches be considered as a cheap alternative to fixed installations? Noted that 8 foot fluorescent tubes are no longer available so alternative overhead light fittings will need to be sought in the event of tube failure.
9. **Dust extraction:** there are several grades of waste: wood chips, sawdust, fine wood dust, metal swarf and lint (from buffing wheel). Current provision is inadequate and Axminster have been invited to advise on new equipment. A cheap wet and dry-type vacuum cleaner might be adequate for some areas/materials (e.g. swarf).
10. **Makerspace wiring:** Some improvements are to be made, at an estimated cost of £404
11. **PAT testing:** this will shortly become due. Some items will not need to be tested due to low usage. **ACTION: MW to arrange labelling of items to be tested.**
12. **Website:** New member Rob Humphrey has offered to take on responsibility for maintaining the website.

13. **Christmas event:** need to consider whether to hold a celebration in the Shed or to arrange something off-site. **ACTION: All to consider.**

Membership and attendance

14. There have been a number of recent new members but attendance overall, other than in the Makerspace, seems to be down. Expected to pick up as winter approaches
15. Reiterated that prospective female members should be asked to state what they could do to further the men's health remit. Noted that the Makerspace already had a female member.

Projects

16. We have been approached by a prospective member who wishes to build a kit car in the Shed. **ACTION: PG to find out more about type of vehicle proposed and ensure that the Shed would not be exposed to any third party risks.**

Trustees meeting

Minutes of the meeting held on 2 October 2017

Present: as above

Minutes

1. Minutes of the meeting held on 8 August were agreed as a correct record.

Finance

2. There is £20,000 in the bank. The overall position continues to be healthy, with a current net income balance of £700. The demijohn income for September was £253. Noted that the Local Giving annual fee has increased to £90. We should consider making additional provision for rent as the £2000 Age UK subsidy will cease under the new lease arrangements.
3. The Makerspace have requested a mechanism that will enable them to increase their monthly donations in order to finance enhancements to the Space. It might be possible to implement this through a percentage allocation without too much of a bureaucratic burden. **ACTION: LH to consider feasibility.**
4. A change of insurers is under consideration, and a former MKSA person with a recommendation has been invited to visit for a discussion. Further due diligence will however be needed before any commitment is made.

Replacement for Paul Griffiths

5. Age UK have nominated a replacement for Paul Griffiths as a trustee and committee member. It was questioned, however, whether it might be possible to find a more appropriate member from another organisation. This would require a change to the constitution. **ACTION: PG will speak to Age UK and approach Charity Commission for advice on the constitution.**

Exclusion of a member

6. The trustees had considered an appeal against the decision to exclude a member who had been caught stealing from the demijohn. The original decision was upheld.

Data protection

7. New regulations concerning paper documents will be introduced next year. LH is doing a course that will enable him to understand any implications for the Shed

Visits

8. The MKCF visit had gone well. Agreed that we should invite the Mayor of Milton Keynes to visit to mark the Shed's fifth anniversary. **ACTION: Nigel Pa and DL to arrange.**

Date of next meeting

Monday 4 December 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 10.10.2017