

## Men in Sheds, Milton Keynes

### Management Committee

#### Minutes of the meeting held on 12 February 2018

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

Apologies:

The minutes of the meeting held on 2 October 2017 were approved as a correct record.

#### Shed improvements

1. **Hot working:** Work to create the hot working area is mostly complete. Outstanding installations are heat detection, timer, CCTV and grinder/buffer. Procurement of a gasless MIG welder to be investigated. **ACTION: SH.**
2. **Fire extinguisher training:** A volunteer to identify suitable video material is still sought. We need clarification of what is needed to satisfy insurers. **ACTION: L LH**
3. **Machine training:** Didac accreditation has begun but Didac need to be pursued for customised online training material. Offering them more trainees might be an incentive. The Makerspace needs more trained trainers. **ACTION: PG.** There is an accumulated demand for wood turning training. **ACTION: NPa to follow up.** There is also a need for more systematic H&S training/assessment in the metalworking area, especially the lathe and chop saw. There are Didac scripts for some machines but a basic list of do's and don'ts (as in the welding bay) would be useful. **ACTION: PG and SH to collaborate on producing this.**
4. **CCTV system:** Some minor enhancements are still needed. We should convey our thanks to the Makers for their work on this. **ACTION: MW**
5. **Access control:** Some components are still needed in order to commission the system. Once it is working we should undertake some analysis of attendance patterns and machine use. This would also enable us to track the attendance of new members more systematically and to follow up if they appeared to be losing interest.
6. **Reorganisation of workshop areas:** A space utilisation plan has been drawn up but the reorganisation is currently on hold as there seems to be no great appetite for it among the Shedders.
7. **Lighting:** Agreed that we should proceed with improvement of lighting on a piecemeal basis in areas of greatest need.
8. **Dust extraction:** We now have sufficient equipment to ensure a good level of dust extraction; it just needs to be installed in the right places.
9. **PAT testing:** This is now up to date.
10. **Website:** New member Rob Humphrey offered to take on responsibility for maintaining the website but there has been no progress to date.

#### Membership and attendance

11. Membership currently stands at just over 100, with a number of recent approaches from prospective new members. PG is now distributing responsibility among the Committee for introducing such people to the Shed

#### Projects

12. The materials for the Macintyre project have so far cost £133.43. The Greenleys planters project is proceeding well, with two craftspeople from Wolverton now intending to contribute to the work.

## Cooperation with other groups

13. There are opportunities for us to collaborate with other groups on the Kiln Farm site, such as The Arts Gateway, Festive Road and The Play Association but if they wish to use our facilities there will be issues of risk management, liability and accreditation that need to be addressed. There are also opportunities for consortium charitable bids.
14. There has been an invitation from the Buckingham Shed to join their Google Group but it was agreed not to pursue this as it was not clear there would be any benefit to the Shed.

## Succession Planning

15. PG announced his intention to stand down as Chair at this year's AGM. He accepted that he was currently doing a number of things that did not necessarily have to be done by the Chair and could be distributed among other Committee members.  
**ACTION: PG to produce a list of the core and more peripheral duties he has been undertaking.**
16. It might be possible to conduct the formal business of the 2018 AGM electronically but account would need to be taken of those who did not have internet access.  
**ACTION: PG and MW to investigate feasibility**

## Trustees meeting

### Minutes of the meeting held on 12 February 2018

Present: as above

### Minutes

1. Minutes of the meeting held on 2 October 2017 were agreed as a correct record.

### Finance

2. There is £21,000 in the bank. A few capital items had been bought. Internet and telephone costs had been brought down from £60 to £40 per month
3. There will be an opportunity in March to bid to the Community Association matched funding but in the absence of any immediate need for additional resources it was agreed not to pursue this.
4. Some Makerspace members are now contributing an extra £5 per month to fund the purchase of capital items and consumables.
5. There have been no further developments in the quest for a new insurer.

### Replacement for Paul Griffiths

6. Mike Galloway of the Play Association has been suggested as a possible replacement. This might entail reciprocal membership of their trustees but it was agreed to pursue this option.

### Data protection

7. **ACTION: PG and LH to devise suitable wording concerning the implications of the new regulations to go out to members.** The distribution list needs to be purged of several hundred names and it would be a good idea to integrate the membership list with the Mailchimp list. **ACTION: PG**

**Visits**

8. Both the Mayor's and the MKCF visits had been very successful and the MK Citizen's coverage of the former would help to raise the Shed's profile in the community.

**Lease**

9. By continuing to be sub-lessees of Age UK we are saving them £20,000 in rectification work. There are however some H&S issues that need to be addressed by them.

**Date of next meetings of the Management Committee and Trustees**

**Monday 9 April 2018** 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 20.2.2018