

Men in Sheds, Milton Keynes

Management Committee

Minutes of the meeting held on 16 April 2018

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

Committee membership

It was noted with regret that Steve Heath had resigned from the Committee. Steve had made an invaluable contribution to the Shed over a number of years and his presence would be missed.

Minutes

The minutes of the meeting held on 12 February 2018 were approved as a correct record.

Lease

1. The lease had been signed by PG and NPi on 29 March, with a break option at three months. It was hoped that a full condition survey could be undertaken by a friend of NPi who was a professional surveyor. The photographic record of dilapidations was being worked on by PG and John Weir.
2. VAT status of the Shed is still unclear. Agreed that we should pay rent without VAT and pursue the matter with Phil Stainsby at MKCF. **ACTION: PG.**
3. Supply of conformance documents: Age UK did original risk assessment and there had been a report from their insurers of things that needed to be done. **ACTION: PG and LH to pursue**
4. MK Council have confirmed that we are currently exempt from business rates but there is no guarantee that this will remain the case.
5. All utility contracts are now in place.
6. Agreed not to proceed with recommissioning of wet heating at present.
7. Roller door draught proofing and water exclusion. **NPa to pursue**

Shed improvements

8. **Hot working:** Work to create the hot working area is mostly complete and Steve Heath has converted existing arc welder to gasless flux core. Outstanding installations are heat detection, timer, CCTV and grinder/buffer.
9. **Fire extinguisher training:** Agreed to commit up to £300 for fire extinguisher training for a small number of shedders. **ACTION: LH**
10. **Machine training:** David Sawyer has now taken on responsibility for this. Didac accreditation has begun but Didac need to be pursued for customised online training material. Training sessions/materials are now needed for wood and metal lathes abrasive wheel, metal bandsaw and chop saw, laser cutter and 3D printing.
11. **CCTV system:** Some minor enhancements and further coverage are still needed.
12. **Access control:** Outstanding components have arrived and need to be assembled in order to commission the system. Initial focus will be on the door before moving to machine access.

13. **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.
14. **Lighting:** Contract is expected to be placed with Urban Electric in near future. Noted that removal of central racking would greatly improve light distribution.
15. **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.
16. **Website:** James Morrison had agreed to take on responsibility for the website. This would be migrated to Wordpress and email to Office 365, which is free to non-profit organisations.

Membership and attendance

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

Data Protection

18. GDPR would need to be implemented by 25 May. There are over 400 names on the MailChimp list. Agreed to send out a communication (email and hard copy for those without email) requiring a tick box response. Those who did not respond would be deleted from the list. **PG and LH to follow up**

Succession Planning

19. PG has produced a list of his current responsibilities/activities, with proposed distribution among other Committee and Shed members.
20. 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.

AGM

21. Agreed that the AGM should be held on Wednesday 23 May. **MW agreed** to develop an online voting system for those who had internet access. MW would also set up a system for video recording of Shed meetings

Trustees meeting

Minutes of the meeting held on 16 April 2018

Present: as above

Minutes

1. Minutes of the meeting held on 12 February 2018 were agreed as a correct record.

Finance

2. There is £21,000 in the bank. Monthly income stands at approximately £1200.
3. Agreed to submit a bid to the Masonic fund for £1000 for training.
4. A prospective new insurer has been found and cost and nature of cover will be investigated **by PG and NPi**.

Replacement for Paul Griffiths

5. Mike Galloway of the Play Association has not responded to an invitation to become a trustee.

Date of next meetings of the Management Committee and Trustees

Monday 4 June 2018 (t.b.c) 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 23.4.2018