

Men in Sheds Milton Keynes

Meetings of the Management Committee and the Board of Trustees were held at the Shed on Monday 3 December

MINUTES OF THE MANAGEMENT COMMITTEE

Present: Michael West (Chair), Nigel Pigott (Secretary), John Orme (Treasurer), Les Hubbard, Andy Selby.

Apologies: Nigel Patterson

1. The Minutes of the meeting held on 1 October 2018 were agreed as a correct record

2. Shed improvements

- Draught-proofing of roller door agreed that further draught-stripping of door should go ahead. **NP**a to attend to.
- Extraction System has been extended to cover wood lathes
- Hot work area. Timer is now working. AS has installed a stainless steel covering on the workbench. More safety signage and installation CCTV camera is required. **AS/MW**
- Metalworking area clearance and redesign continues. Additional lighting has been fitted in bays housing machinery. Restoration work on Myford lathe and Clarke milling machine continues.
- Woodworking area reorganisation of storage by Ricky Briggs and Dave Tilley now largely complete.
- Heating system No plans to recommission the wet system at present but to be reconsidered in the spring. Timers on oil-filled radiators have been installed. WiFi-based system under development by Paul in Makerspace. The social area has been offered the use of the office during the winter months as it was easier to keep warm.
- Water system Anglian Water have signed off on the safety of the system following plumbing work but this has not yet been completed satisfactorily. Full payment is currently being withheld. A grant application for £1500 towards the cost has been made to MKCF but the response was only to offer a loan.
- Painting of toilets Volunteers are lined up to do this but it has not yet been completed.
- New fob system currently being tested by **MW**. There will be a choice of cards or fobs. Machine access control system will follow. **JO** has analysed logins on old system.
- Digital info screen No progress but **NPi** had produced a 'rogues gallery' of Committee members that had been placed in the foyer.

- Jobs list **MW** following up
- Website redevelopment **JO** is producing a consolidated membership record by integrating various sources. The aim is to enable access by members to their personal data. Agreed that a new website should be built on Wordpress with our own domain name. We now have Microsoft Azure cloud hosting. **JO** to implement and **NPi** to assist with content creation.
- Email accounts, including info@meninshedsmk.org.uk, have been migrated to Microsoft Cloud and all Committee members are encouraged to make use of their personal accounts. **All** to note.
- DropBox Work on reviewing and rationalising files and file organisation is continuing. **NPi**
- Electrical upgrades/repairs. Agreed that proposed improvements, including a hot water cylinder timer but excluding 3 phase conversion, should go ahead. **Action JO**
- Office PCs are extremely slow. It was suggested that the installation of SSDs might improve things. **MW** to follow up.
- Downstairs storage room has been cleared out and surplus equipment moved to room 4 or disposed of. Work to turn the room into a photographic darkroom has begun. David Sawyer and Alessandro Pontillo to pursue.
- Surplus equipment. Two woodturning lathes are still to be sold. A question raised about whether the FischerTechnik Project 2000 was still of potential interest to the Makerspace or could be sold.

3. Health and safety and training update,

There has been good progress with the implementation of Classmarker accreditation and a safe system of work (SSOW) has been devised for the pillar drill, router table, mitre saw and bandsaw. A number of Shedders have taken and passed the online tests. Peter Gallagher has run a training session for a number of experienced woodworkers who are willing to be demonstrators. SSOWs are now needed for the table saw, planer/thicknesser, welding equipment, metal lathe, milling machine and abrasive wheel. **NPi/AS/MW** to continue working through.

4. Defibrillator acquisition

David Sawyer has procured and installed at his own expense a defibrillator. Agreed that he should be formally thanked for this generous donation. Action: **NPi**

5. Projects, including storage and labelling

The Hack the Shed weekend in October had succeeded in the clearance and disposal of a large quantity of surplus materials. Most Shedders had responded to the request for clear labelling of personal projects. Only a small quantity of material for disposal remained.

6. Development of a social calendar

Various suggestions for social activities had been made, including a trip to the Sutton Courtenay Shed in Oxfordshire by **JO**. It was expected that those who were most active in the social area would take the initiative with this.

7. Extended opening hours

Evening and weekend opening hours had been extended and were proving popular, especially with the Makerspace. Slack was being used as a means of publicising times when the Shed would be open. There might be a need for a few more keyholders. Noted that Andy Selby and Jim Morrison have key cutting facilities.

8. Shed Code of Conduct

No progress at present. **MW** to prepare a draft based on the London Makerspace code.

9. PAT testing

Noted that this was overdue for a large number of tools. Agreed that Ricky Briggs should be approached to take this on and that in future it should be done on a rolling basis with 25% of tools being tested each year. Action: **NPi**

MINUTES OF THE BOARD OF TRUSTEES

Present: as above

10. Finance report

The transfer of the Shed account from the Cooperative to Metrobank was under way but was proving extremely slow.

Shed income was currently running at c.£1000 a month and the bank balance was healthy.

It was noted that a new insurance company had promoted itself at the recent national Shedfest and it appeared on initial investigation that this would offer significantly lower premiums than our current insurers. **JO** to investigate further.

The possibility of card payments for donations had been raised. This would require a stripe reader and these could be obtained quite cheaply. **JO** to pursue.

Noted that there were several regular attenders who had so far made no donations to the Shed although it was not thought that hardship was an issue. **JO** to write to the individuals concerned with a request that they commence making donations.

11. Board membership

Les Hubbard had been elected by the EGM as an external trustee by virtue of his role with the MK Play Association. It was recognised, however, that in the longer term a trustee who was completely independent of the Shed was desirable. It was agreed that DBS certification was desirable for the Chair and Treasurer and LH agreed to facilitate this through the Play Association. **LH/JO/MW** to pursue

12. Governance training

NPi had completed the MK Community Action online good governance self-assessment questionnaire but had received nothing in response. **NPi** to follow up.

13. Charity Commissioners report

Noted that this was due by the end of January and the constitution also needed to be updated in line with the new trustees. Action **NPi**

Date of next meeting

Monday 4 February 2019 16.00-18.00

Nigel Pigott, Secretary
11.12.2018

Signed:Date.....Nigel Pigott, Secretary

Signed:..... Date..... Michael West, Chair