

Men in Sheds Milton Keynes

Meetings of the Management Committee and the Board of Trustees were held at the Shed on Monday 5 August 2019

MINUTES OF THE MANAGEMENT COMMITTEE

Present: Ron Bowles (Chair), Nigel Pigott (Secretary), John Orme (Treasurer), Les Hubbard.

Apologies: David Towell, Ricky Briggs

The Minutes of the meeting held on 3 June 2019 were agreed as a correct record.

1 Membership

The Committee was sorry to hear that Ricky Briggs was likely to be absent from the Shed for several months owing to illness and extended its good wishes for a speedy return to full health.

2 Shed improvements

Draught-proofing of roller door has now been completed and invoice has been received.

Extraction System Awaiting extension to sander, but current free-standing vacuum is adequate.

Hot work area Red button to activate timer needs to be moved to make it more accessible (in hand). Notice concerning timer system has been put up. Safe system of work and test for abrasive wheels still required. Draft SSOW for angle grinder has been produced by MW but requires test **(NP)**

Metalworking area clearance and redesign continues. A sum of money has been set aside for restoration of the ML7 and ML4 lathes. ML7 parts have mostly been acquired. Myford ML4 lathe requires belt guard before it can be used. John Weir has offered to design and create this. Storage system needed for machine tool accessories. SSOWs and Classmarker tests are needed for the mill, lathes and donkey saw. **NP**

Woodworking area reorganisation of storage by Ricky Briggs and Dave Tilley now completed. Congestion around rear door with surplus machinery, materials and waste continues to be a problem.

Heating system. WiFi-based control system still under development by Paul in Makerspace. Survey of wet heating system with a view to recommissioning has been done by Wheldons but cost deemed prohibitive. Alternatives including combi boiler system and improvements to electric heating to be investigated. **RB**

Painting of toilets Painting of ladies toilet still awaited.

Fob system New fobs have been procured by Michael West but require setting up before distribution to paid-up members..

Machine and door access control system will follow. Jack Deanus will work on this when on vacation from university.

Keyholders: There is concern about the large number of Shed keyholders and the consequent security risk. Agreed to review keyholders and to consider changing the main door lock. **RB**

DropBox Work on reviewing and rationalising files and file organisation is continuing. **NP**.

Internet router has been replaced. Michael West has provided replacement PCs that are surplus to requirements at his workplace at no cost. They await installation of SSDs and software. **JO**.

CCTV Jim Morrison has reinstated recording capability so that Shed activity can be monitored and two additional cameras are to be installed in the woodworking area.

Kitchen improvements: Funding for a new, larger fridge needs to be sought from MKCF. **NP**.

3 Website redevelopment

Development of the new site is progressing well but a user requirements list is still needed and if there is to be a members' area it will require user registrations. Photos of community projects have been taken but testimonials from clients are still needed. **JO** believes there is also an opportunity for merchandising of Shed branded products through the site.

The site's relationship to the Makerspace site will also need to be considered together with any social media presence, including the continuing role of Slack and any future role of Facebook/Instagram. It is particularly important that the domain name of the Makerspace site be changed from .co.uk to .org.uk to reflect its charitable status. Paul Hegarty should be formally requested to do this. The future role and functionality of Mailchimp as a membership database and means of communication also needs to be taken into consideration. **JO/NP**

The Shed's current website has been moved from Wiser Hosting to UK Hosting but there are still issues around ownership of the Google Gmail account. **LH** is currently an admin for the Shed's Facebook account and needs to give access to **JO**.

4 Insurance renewal

Confirmed that we have cover when attending external events/activities provided no hazardous work is involved.

5 Development of a social calendar

Not known whether the planned trip to Hendon RAF Museum was going ahead and whether the Bedford Shed had been invited as requested by them.

6 Shed Code of Conduct

A draft based on the London Makerspace code supplied by Michael West was distributed and will be reviewed at next meeting. **NP**.

7 Community projects

A number of community projects had recently been completed or were in train, including:

- Westbury Farm Permaculture Group cold frames
- birdboxes for Bradwell Abbey
- benches and owl boxes for Buckingham Canal Restoration Society

Others were awaiting initiation, including

- Wolverton Scout Hall window boxes
- Conniburrow Community orchard greenhouse and plumbing
- Quarries Scout Campsite sculpture restoration
- assistance with Arts Gateway re-configuration.
- display cases for exhibition in CMK as part of Festival of Creative Urban living

It was important to manage expectations in terms of delivery times since only a handful of Sheddors were currently committed to these projects. A process for approving and managing projects had now been introduced, using the T-Card system and the costing form devised by Henry Suppiah. It was proposed to use the exhibition display cases project (above) as a test-bed for this. **NP**

8 Use of dedicated space in the Shed

One individual member had occupied an upstairs room claiming it for his exclusive use. It was agreed that this could only be allowed to continue if the individual concerned was willing to pay for this facility. A rate of £60 month was agreed to be reasonable, given that the individual had used Shed facilities for several years at the standard donation level and was producing work that was being sold at commercial rates. **NP** to draft letter to be sent by the Chairman.

9 Energy costs

The decommissioning of the server rack had already brought down electricity costs significantly. Consumption would continue to be monitored.

10 Action on non-donators

It was proposed to communicate via the next newsletter a message to those who were not contributing to Shed funds, either through the demijohn or Local Giving, that unless their circumstances prevented it they should now consider making regular donations in line with the recommended levels of £15 p/m (Shed) and £20 p/m (Makerspace). This would be followed up with a personalised letter from the Chairman. The text of this letter drafted by NP was agreed. Note that we cannot threaten termination of membership of anyone who had paid their £1 membership fee since this would run counter to the Shed's constitution.

Agreed that the demijohn collection method was unsatisfactory in terms of security and accountability but unclear what would make an acceptable alternative for those who were unable or unwilling to donate via Local Giving or Card. **JO** to make recommendations

11 Space usage

The 'yellow ticket warning' system had now been introduced with some success. It was aimed at the small number of members who continued to occupy excessive amounts of space with their projects and materials for long periods.

12 Safety issues

Agreed that in the absence of a contractor PAT testing should now be done by Dennis Owen and Jenny List, with possible assistance from Les Hubbard and Michael West. This needed to be initiated as soon as possible. In the longer term it would be desirable for there to be a quartermaster for the equipment in each area of the Shed who would maintain an inventory and be responsible for ensuring that regular testing took place. **RB**

Noted that fire safety procedures needed review and there had been no fire drill in the Shed for several years. Agreed to invite Fire Service inspection once we had dealt with a number of obvious hazards, such as storage of waste material. **RB**.

Michael West had drawn attention to new HSE regulations that required fume extraction for the welding of mild steel. It was agreed that given the very low usage of the welding facility and the consequent low risk the installation of fume extraction equipment should not currently be considered on grounds of cost.

• MINUTES OF THE BOARD OF TRUSTEES

- Present: as above

• Finance report

Balance on the current account at end June was £9810 with c.£6000 on deposit. Agreed that it would be helpful if in future the Treasurer could present comparisons with the same period in the previous year. **JO**.

The new website presented an opportunity to seek sponsorship of individual projects, possible using Patreon although this would come at a cost. **JO**

Date of next meeting

Monday 7 October 2019 16.00-18.00

Nigel Pigott, Secretary
12.8.2019

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

Signed:..... Date..... Ron Bowles, Chair