

# Men in Sheds Milton Keynes

Meetings of the Management Committee and the Board of Trustees were held at the Shed on Monday 7 September 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 5 August 2019 were agreed as a correct record.

1	<p><b>Membership</b> David Towell is understood to have resigned from the Committee and Board of Trustees. A replacement will need to be sought.</p>
2	<p><b>Matters arising from the minutes</b> Arising from M.3 it was confirmed that Les H (unbeknown to him) is currently administrator for the Shed's Facebook page and this role should now be transferred to John Orme.</p>
3	<p><b>Shed improvements</b> <u>TV aerial:</u> an acceptable quote has been received for this and installation is imminent.</p> <p><u>New acquisitions:</u> multi tool, arbor press, machine vice, lathe tools screwdrivers, Raspberry Pis, cctv cameras. Agreed that a professional quality table saw should be procured but Axminster will not provide a quote until UKMSA confirm that we are members. <b>ACTION: RB to pursue</b></p> <p><u>Hot work area</u> Safe system of work and test for abrasive wheels still required. Draft SSOW for angle grinder has been produced by MW but requires test <b>(NP)</b></p> <p><u>Accreditation:</u> SSOWs and Classmarker tests are needed for the mill, lathes, donkey saw and abrasive wheels. Andy Selby has produced guidance for the mill and lathe and Michael West for abrasive wheels but these need to be converted into tests. <b>ACTION: NP.</b> It has also been agreed that candidates should be given a hands-on introduction to the machine in question before taking the online test.</p> <p><u>Heating system.</u> 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. <b>RB to obtain</b></p>

	<p><b>quotations and seek funding.</b> Majestic Wines have been suggested as a possible source.</p> <p><u>Painting of toilets</u> Painting of ladies toilet floor still awaited.</p> <p><u>Fob system</u> New fobs have been procured by Michael West but require setting up before distribution to paid-up members. Machine and door access control system may follow. Jack Deanus will work on this when on vacation from university.</p> <p><u>Keyholders:</u> main door lock now changed. Agreed to review keyholders and seek full justification before issuing new keys. <b>ACTION: RB</b></p> <p><u>Relocation of door from social area to rear corridor:</u> RB has obtained quotations and work will go ahead. NOTE: following the meeting a quote has been obtained which was felt to be excessive. Towo Shed members have now offered to do the work.</p> <p><u>CCTV</u> 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. External cameras may be added at a later date.</p> <p><u>Kitchen improvements:</u> Funding for a new, larger fridge needs to be sought from MKCF. If this is obtained the old fridge could be moved upstairs <b>ACTION: NP.</b></p> <p><u>Toilet extractor fan:</u> Hornbeam are insistent that this is not part of the building's permanent fabric and must therefore be replaced at the Shed's expense. <b>ACTION: RB</b></p> <p><u>Rubbish collection:</u> A contract with Cheaper Waste for fortnightly collection of a 300 litre bin is now operational and is working well.</p> <p><u>Locks and security:</u> Following the failure of the front door lock Jim Morrison has procured new front and rear locks together with 20 keys. Careful consideration needs to be given to the new keyholders, who will need to produce a justification for receiving a key, which might include regular early or late locking up.</p> <p><u>New PCs:</u> have been supplied by Michael West. Some are still awaiting installation of SSDs.</p>
4	<p><b>Christmas cards</b> Cards have been supplied, courtesy of David Towell. Recipient list needs to be drawn up from donors/sponsors, supporters and friends of the Shed. <b>ACTION: JO, RB, NP</b></p>
5	<p><b>Website redevelopment</b></p>

	Development of the new site is continuing but more content is needed before it can go live. <b>ACTION: JO/NP</b>
6	<p><b>Social events</b></p> <p>The planned trip to Hendon RAF Museum is going ahead and a 16 seater coach has been booked. It was agreed that participants would be asked to make a contribution of £5 towards the cost, with the remaining costs being met from Shed funds. <b>ACTION: JO</b></p>
7	<p><b>Shed Code of Conduct</b></p> <p>A draft based on the London Makerspace code supplied by Michael West and adapted by NP was distributed and will be reviewed at next meeting. <b>ACTION: NP.</b></p>
8	<p><b>Area Shed Network</b></p> <p>Nigel Paterson and Ron Bowles had attended a meeting of the Area Shed Network in Dunstable where they had been given a presentation on the <a href="#">REMAP</a> programme. It was noted that John Weir already did work for them but other Sheddors might want to get involved.</p> <p>Ron Bowles and Dave Tilley had also attended the National Shedfest in Worcester and had found it enjoyable and informative.</p>
9	<p><b>Community projects</b></p> <p>A number of community projects had recently been completed or were in train, including:</p> <p>Window boxes for Wolverton Scout Hall (£80 donation)</p> <ul style="list-style-type: none"> <li>• Display cabinets for the MK Skate exhibition £500 donation)</li> <li>• Refurbishment of benches for Stony Stratford Bowls Club (6x£60 donation)</li> </ul> <p>Others were awaiting initiation, including framing of mosaic created by Newport Pagnell Memory Club. IT had been provisionally agreed with Age UK that the Shed would assist with the refurbishment of furniture and bicycles donated to their warehouse but there had been some resistance to this from Sheddors owing to Age UK's previous failure to pay for work done by the Shed.</p> <p>Only a handful of Sheddors were currently committed to community projects and this was a continuing cause for concern. The process for approving and managing projects had now been introduced, using the T-Card system and the costing form devised by Henry Suppiah.</p>
10	<p><b>Use of dedicated space in the Shed</b></p> <p>One individual member had occupied an upstairs room claiming it for his exclusive use. It was agreed at the previous 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</p>

	<p>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. The individual had responded that he was willing to pay £50/month for exclusive access to a room with a window at the front of the building. This was being negotiated with the Makerspace, However it was felt that the £50 should be in addition to the £15/month currently being paid. <b>NP</b> to draft further letter to be sent by the Chairman.</p> <p>There was a discussion about the tenancy of Dave Winstanley's printing business and it was noted that this fell outside the Shed's ability to sub-let as it was a commercial business. It was therefore agreed that Mr Winstanley should be given three months' notice to quit. <b>ACTION: NP to draft letter.</b></p>
11	<p><b>Energy costs</b> The decommissioning of the server rack had already brought down electricity costs significantly. Consumption would continue to be monitored.</p>
12	<p><b>Action on non-donators</b> Appeal in last newsletter had produced no results so it was agreed to go ahead and send email to persistent non-donators. <b>ACTION: NP</b></p>
13	<p><b>Membership renewal</b> Noted that the current method of membership renewal in January was very cumbersome (stickers etc.) and could be significantly streamlined by using the membership database to generate new badges each year. <b>ACTION: JO to investigate feasibility.</b></p>
14	<p><b>Space usage</b> The 'yellow ticket warning' system had produced some results in getting members to remove projects and equipment. There was however a longstanding issue with the table saw and planer by the rear door. <b>ACTION: RB to write to the owner of these machines.</b></p>
15	<p><b>Safety issues (minute repeated from August meeting as no action yet taken)</b> 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. Note that new labels will be needed. 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. <b>RB</b></p> <p>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. <b>RB.</b></p>

	<b>MINUTES OF THE BOARD OF TRUSTEES</b>
	Present: as above
1	<p><b>Finance report</b></p> <p>Financial position appears to be robust, based on JO's brief report. It would still be helpful to see a comparison with the same period in 2018, as requested at the previous meeting. <b>ACTION: JO</b></p> <p>A report from the Treasurer on Makerspace funds is awaited. <b>ACTION: JO</b></p>
2	<p><b>External Trustee</b></p> <p>Les Hubbard has advised that he is no longer a trustee at MK Play Association. He is willing to remain as a trustee but a new external trustee will need to be sought. <b>ACTION: all to consider possible candidates</b></p>
	<p><b>Date of next meeting</b></p> <p><b>Monday 2 December 2019 16.00-18.00</b></p> <p>Nigel Pigott, Secretary 25.10.2019</p> <p>Signed: .....Date.....Nigel Pigott, Secretary</p> <p>Signed:..... Date..... Ron Bowles, Chair</p>