

Men in Sheds Milton Keynes

Meetings of the Management Committee and the Board of Trustees were held at the Shed on 12 December 2019

MINUTES OF THE MANAGEMENT COMMITTEE

Present: Ron Bowles (Chair), Nigel Pigott (Secretary), Les Hubbard, Andy Selby.

Apologies: Ricky Briggs, John Orme

In attendance: Martyn Simpson

The Minutes of the meeting held on 7 October 2019 were agreed as a correct record.

1	<p>Membership</p> <p>Martyn Simpson was welcomed to the meeting as an observer, with a view to possible co-option to the Committee in 2020. Ricky Briggs hoped to return to the Shed in the New Year if his health improved but further representation from Shed and Makerspace members would be welcomed on the Committee.</p> <p>Les Hubbard had agreed to take on the newly-created role of Membership Secretary and had received the necessary records from John Orme. A full role description was now required (ACTION: LH, NP)</p>
2	<p>Matters arising from the minutes</p> <p>Arising from M2 it was agreed that as there was currently no regular monitoring or maintenance of the Shed's Facebook page, current content should be removed and replaced with a redirect to the Shed's new website as soon as it was live. (ACTION: JO, NP)</p>
3	<p>Shed improvements</p> <p><u>TV aerial:</u> has now been installed and the TV is working. A licence should be obtained. ACTION: RB</p> <p><u>New acquisitions:</u> A new table saw remains a priority. Axminster are only offering a discount of 5% which would make the preferred saw too costly. Other suppliers were now being considered. ACTION: NP to pursue</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 (NP). A refillable argon/CO2 gas cylinder has been obtained and the large MIG welder has been recommissioned. The</p>

SSOW and Classmarker test for welding will need to be rewritten to take account of this (**NP, Michael West**).

Accreditation: SSOWs and Classmarker tests continue to be 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. **ACTION: NP.** It has also been agreed that candidates should be given a hands-on introduction to the machine in question before taking the online test.

Heating system. NP has approached the L&Q Foundation Place Makers Fund (who contacted the Shed first). A meeting has been arranged. NP will also contact a domestic plumber friend who might be able to recommend a firm capable of doing the work. **NP**

Painting of toilets Painting of ladies toilet floor still awaited.

Fob system New fobs have been procured by Michael West who is in the process of setting up the new system. It is hoped that the issuing of fobs can be tied in with the renewal of memberships in the New Year. **LH, NP, MW**

Keyholders: New keys have now been issued to a restricted and much smaller set of members and the keyholder list has been updated.

Relocation of door from social area to rear corridor: This work has now been done by Dave Tilley, Andy Selby and Michael West, who should be thanked for their efforts. It was desirable that the light switch currently near the inner door to the Shed should be moved to be adjacent to the rear corridor. **RB**

Partitioning of admin area: Agreed that this should go ahead, using recently donated plywood sheets together with rockwool insulation. Volunteers to undertake the work to be sought. The area also needs a telephone extension. **RB, AS**

CCTV. Andy Selby has obtained an external camera for installation at the rear entrance.

Kitchen improvements: Funding for a new, larger fridge has been sought from MKCF. A decision is expected shortly. If this is obtained the old fridge could be moved upstairs **NP.**

Microwave: A new microwave had been purchased for the kitchen, thanks to a generous donation from David Sawyer.

Toilet extractor fan: A new fan has been procured and is awaiting installation. PIR activation is desirable. It is hoped the work can be done by Shed members: **RB**

	<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>New PCs</u>: Some PCs are still awaiting installation of SSDs.</p>
4	<p>Christmas cards Cards have been supplied, courtesy of David Towell. Recipient list needs to be drawn up from donors/sponsors, supporters and friends of the Shed. ACTION: JO, RB, NP</p>
5	<p>Website redevelopment Development of the new site is continuing and it is hoped it can go live in the New Year. ACTION: JO/NP</p>
6	<p>Social events The planned trip to Hendon RAF Museum was postponed but is still expected to go ahead. It was agreed that, as before, participants would be asked to make a contribution of £5 towards the cost, with the remaining costs being met from Shed funds. ACTION: JO</p>
7	<p>Shed Code of Conduct A further draft by NP was considered. It was agreed that with some minor revisions this was now suitable for publication. It was agreed to add a sentence concerning accessing offensive/inappropriate websites on the Shed's PCs, following a recent incident: NP.</p>
8	<p>Community projects A number of community projects had recently been completed or were in train, including:</p> <ul style="list-style-type: none"> • Window boxes for Wolverton Scout Hall (£80 donation) • Display cabinets for the MK Skate exhibition (£500 donation) • Refurbishment of benches for Stony Stratford Bowls Club (3x£60 donation) • Framing of Newport Pagnell Memory Club mosaic (£100 donation) <p>Others were awaiting initiation, including book display shelving for Age UK at Wolverton station and a treasure chest for Russell Street School, Stony Stratford PTA Story Quest. 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. Discussions to resolve this were ongoing.</p> <p>Only a handful of Sheddors were currently committed to community projects and this was a continuing cause for concern.</p>
10	<p>Use of dedicated space in the Shed</p>

	<p>Dave Winstanley of Pegasus Print had now vacated the upstairs room he had been occupying. Roland Lawar had expressed an interest in moving into a room at the front of the building in order to provide security for his sculpture projects and natural light to work on them. A rate of £60/month in addition to the £15/month standard donation was agreed to be reasonable, given that he had used Shed facilities for several years at the standard donation level and was selling work for personal gain although not operating a business. NP to draft further letter to be sent by the Chairman.</p> <p>An approach had also been made by the Makerspace for a room dedicated to fabric work. It was agreed that the room potentially to be vacated by Roland might be suitable for this and this would be proposed to the Makerspace. RB</p>
11	<p>Energy costs The decommissioning of most of the server rack had already brought down electricity costs significantly but costs for the autumn period were quite high and consumption would continue to be monitored. JO</p>
12	<p>Action on non-donators Appeal in last newsletter had produced no results so it was agreed to go ahead and send email to persistent non-donators. ACTION: NP</p>
13	<p>Membership renewal Although the current method of membership renewal was cumbersome (stickers etc.) it was agreed that there was no prospect of introducing a better system for 2020. It was also agreed that the call for renewals should be accompanied by a further request for members who were not doing so to consider donating at least the recommended £15/month (£20/month for Makerspacers). This would be highlighted in a newsletter to be sent out before Christmas NP</p>
14	<p>Space usage Some large personal items (machines and materials) had now been removed from the Shed following a strongly-worded request from the Chairman.</p>
15	<p>Safety issues (minute repeated from August meeting as no action yet taken) Agreed that as it was proving difficult to coordinate PAT testing by a number of Shed members (one of whom was now absent for health reasons) testing should be contracted out to a commercial provider. LH agreed to contact Janus (previously used). 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. LH</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</p>

	<p>inspection once we had dealt with a number of obvious hazards, such as storage of waste material. RB.</p> <p>Smartlog was now considerably out of date and needed updating. NP to speak with Mark Sadler</p>
16	<p>Opening hours</p> <p>It was noted that the Shed was now opening regularly on Sunday afternoons and frequently on Saturdays as well. While there was no wish to curtail the use of the Shed it was important to recognise and monitor the impact on energy costs and any implications for security and safety, bearing in mind that Shed rules required at least two people to be in the workshop at all times and this could be difficult to police when there were only a small number of people present who might be anywhere in the building. All to note</p>
	<p>MINUTES OF THE BOARD OF TRUSTEES</p>
	<p>Present: Ron Bowles, Nigel Pigott, Les Hubbard</p>
1	<p>Finance report</p> <p>JO had provided a report showing a comparison of income and expenditure as at November 2019 with the same period in 2018. As the Treasurer was not present it was difficult to interpret some of the figures although the position overall did not appear to be a cause for concern. As the Shed does not currently have its accounts professionally audited LH offered to conduct an audit on behalf of the Trustees and would liaise with JO over this. LH/JO</p> <p>A report from the Treasurer on Makerspace funds was also considered. It was agreed to confirm with the Makerspace that the stated sum of funds to be allocated to them was acceptable and after making an appropriate deduction to cover the calculated historic costs of the server rack to ringfence this sum for the Makerspace's exclusive use. ACTION: NP/JO</p>
2	<p>External Trustee</p> <p>Les Hubbard continues to act in the role of external trustee, which he qualifies for in respect of roles that he plays in other organisations. It was agreed that Age UK remained the most likely source of a longer term external trustee and their new development officer was considering taking on the role. NP/RB to pursue.</p>
	<p>Date of next meeting</p> <p>Monday 3 February 2020 (time to be agreed)</p> <p>Nigel Pigott, Secretary</p>

15.12.2019

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

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