

# Men in Sheds Milton Keynes

## MANAGEMENT COMMITTEE

A meeting of the Committee was held at the Shed on 2 June 2021 @ 4PM

### MINUTES

Present: Michael West (Chair), Peter Gallagher (Treasurer) Nigel Pigott (Secretary), Dave Tilley

In attendance: Vince Burgum, Colin Levitt

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| 1 | <b>Minutes of the meeting held on 9 March 2020</b><br>Agreed as a correct record   |
| 2 | <b>Membership of the Committee</b><br>Since the last Committee meeting, two of the three trustees have changed, along with other members. Vince Burgum and Colin Levitt were attending the meeting by invitation, with a view to seeking co-option as members. It was understood that James Robertson also wished to join the Committee when his personal circumstances allowed. Doug Clow had also expressed an interest in a role in the Shed, possibly as a trustee. Several roles still required to be filled, including membership secretary, health and safety coordinator and quartermaster. Responsibilities for the management of the Shed's digital assets also needed to be redistributed as the Treasurer had confirmed that he wished to relinquish his current responsibilities in this area.. |
| 3 | <b>Matters arising from the AGM</b><br>Following the AGM's decision not to approve the 2019-20 and 2020-21 the Treasurer ( <b>PG</b> ) confirmed that he was seeking a suitable professional to conduct a review of the Shed's finances 2019-2021, prior to revising and resubmitting the reports to an EGM for approval.  |
| 4 | <b>Shed improvements</b><br><u>Accreditation</u> SSOWs and Classmarker tests continue to be needed for the mill, wood and metal lathes, donkey saw and abrasive wheels. Jack Deanus has committed to producing guidance notes and running training sessions for the mill and metal lathe and Michael West has written notes for abrasive wheels but these need to be converted into Classmarker tests. <b>ACTION: NP</b><br><br><u>Heating system</u> Jack Deanus's father, who is a commercial plumber, has agreed to visit the Shed and produce quotes for renewing the heating system. <b>ACTION: MW</b> to get a quotation to be considered at next meeting.   |

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|   | <p><u>Fob system</u> New fobs have been procured by Michael West. The installation of the necessary hardware and software is now under way and a rollout programme needs to be drawn up. There is currently no target date for implementation or for integration with the machine interlock switches. <b>ACTION: MW</b> to complete the work and liaise with the membership secretary on implementation. It was hoped that Chris Taylor would work on integration of the system with machine access.</p> <p><u>CCTV</u> It is a GDPR requirement that the facility be registered with the ICO and should not cover public areas unless justified - this in our case at the moment is a very limited area in front of the building. CCTV is used for the prevention of crime and the wellbeing of our building occupiers.. Any recordings taken are purged automatically after a 14 day period unless required to be retained for further investigation <b>ACTION: MW</b> to get ICO registration changed from JO, and ensure suitable signage is in place</p> <p><u>Partitioning of admin area:</u> Work is virtually complete. The area also needs a telephone extension and an independent lighting sensor. <b>MW</b></p> <p><u>Room 4</u> has been fitted with additional shelving and contents have been sorted into surplus items to be sold or otherwise disposed of and items to be kept as spares or which are infrequently used. (Note following meeting: items to be sold have now been moved into room 7).</p> <p><u>Toilet extractor fan:</u> The new fan is still awaiting installation. PIR activation is desirable. It is hoped the work can be done by Shed members but the housing will need adaptation. <b>ACTION: DT</b></p> <p><u>Fish tank</u> Agreed that as this was no longer being maintained it should be sold or otherwise disposed of. <b>ACTION:MW</b> to speak to Ron Bowles to see if he wants the tank etc back</p> <p><u>New compressed air line</u> Agreed that this could be purchased as the existing one was unserviceable. <b>DT/NP</b></p> |
| 5 | <p><b>Website development and social media</b></p> <p>Management of the website had now passed, for the time being at least, to the three officers. In the longer term it is hoped that others will become involved in site maintenance and content creation.</p> <p>The Shed's Facebook page was now live and public but there was little in the way of content. <b>NP</b> was now the admin for the page.</p>   |
| 6 | <p><b>Social events</b></p> <p>It was not known if or when the postponed trip to Hendon RAF Museum was going ahead. It was believed the transport deposit had been carried over and that, as agreed before, participants would be</p>   |

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|   | asked to make a contribution of £5 towards the cost, with the remaining costs being met from Shed funds. <b>ACTION: PG</b>   |
| 7 | <p><b>Welcome booklet and Code of Conduct</b></p> <p>NP was currently revising the booklet, with some input from Ricky Briggs, and would circulate a draft to the Committee for comment. It would incorporate key content from the Code of Conduct. Although the CoC had now been agreed and promulgated through the newsletter and website it was not routinely given to new members. There was a case for stipulating that all members should have read and agreed to abide by the CoC. If this had not been done then disciplinary cases could be compromised.</p>  |
| 8 | <p><b>Community projects</b></p> <p>A number of community projects had recently been completed or were in train, including treasure chest for Russell Street School, Stony Stratford PTA Story Quest <b>NP/DT</b>; various items for Bradwell Abbey gardens <b>DT</b></p> <p>Others were in train or awaiting initiation, including wooden cubes for a local dance group and improvements to a shelter for Wood End Primary School.</p> <p>It was not known if the book display shelving for Age UK at Wolverton station was still required, although Martyn Simpson had begun the work. <b>ACTION: NP</b> to enquire.</p> <p>Although processes were now in place for managing community projects these were not routinely being followed and all involved needed to be briefed. It was particularly important that specifications, costings and any quotations were agreed before work commenced. Henry Suppiah had produced a project initiation document and there was a card-based project management system in the admin area.<br/><b>ACTION: NP, DT</b></p> |
| 9 | <p><b>Use of dedicated space in the Shed</b></p> <p>This was not currently a live issue as there had been no recent requests for dedicated space and no rooms were vacant. However, there were still opportunities for extended use of the building outside normal Shed hours and this should be further investigated.</p> <p>The possibility of a reciprocal arrangement with the Arts Gateway, whereby we might share some facilities, suggested at the last Committee meeting, had not been pursued.</p> <p>It was agreed that although it was gratifying to see the model railway in regular use and being worked on again it could not be given a blank cheque. <b>PG</b> agreed to discuss with Larry Pullen his plans for the railway and to draw up an annual budget for it.</p>   |

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| 10 | <p><b>Management of donated tools and materials</b></p> <p>It was becoming increasingly difficult to manage donations of tools and materials, which were now causing a serious problem of clutter, and many of which the Shed did not actually need and could not sell. It was recognised that when a donor turned up with a large amount of material it was difficult to be selective in what we accepted, and this often led to a number of items for disposal.</p> <p>It was agreed that we now needed to look at the best way of disposing of good quality surplus equipment. The options included eBay and other internet selling sites, using an auction house or holding our own sales on the premises or at car boot events. Agreed to revisit this at the next meeting. <b>NP</b></p>  |
| 11 | <p><b>New Memberships and renewals</b></p> <p>New members were continuing to join the Shed at the rate of one or two a week and renewals were continuing to trickle in. It was agreed that more effort needed to be invested in welcoming, inducting and retaining new members. <b>ACTION: NP</b> to liaise with new membership secretary</p>   |
| 12 | <p><b>Waste disposal</b></p> <p>Agreed that the current contract with Cheaper Waste offered poor value for money and we should cancel it and seek a new provider. <b>ACTION: PG.</b>At the same time Sheddors should be encouraged to take their own waste materials away with them for disposal or recycling <b>ACTION: NP</b> to promote in the newsletter.</p>   |
| 13 | <p><b>Safety and security issues</b></p> <p>PAT testing was now due again and should be done at least for items in the woodwork shop. It was agreed that in future, and if at all possible, this should be done by appropriately qualified Shed members. As previously agreed, 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>All to consider as part of a review of volunteer tasks</b></p> <p>Smartlog had now been updated by NP and Mark Sadler but continued access has been withdrawn by Age UK on cost grounds and a new means of recording safety checks needs to be sought. This could be a simple log maintained on OneDrive or even on paper. <b>NP to discuss with Mark Sadler.</b></p> <p>Noted that fire safety procedures needed review and there had been no fire drill in the Shed for several years. Fire training could potentially be covered in Classmarker although it was also available from Spectrum. The Shed is required to have fire marshals to be compliant with fire safety regulations. <b>ACTION TBA</b></p> |

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|    | <p>There is some concern about noise levels in the workshop, especially from the router table and new table saw. It was noted that decibel levels can be measured on a phone app. Ear defenders and possibly ear plugs (which could be made available from a dispenser) should be made more visibly available. <b>ACTION: TBA</b></p>   |
| 14 | <p><b>Finance</b><br/> PG has reviewed annual income and expenditure. They appeared to be approximately balancing out but there was great uncertainty about the medium to long term, with the imminent rent and energy reviews by MKCF. Further work needs to be done to verify the accounts, with the help of a suitably qualified external reviewer.</p> <p>It was clear that the procurement/expenses procedure for sundries/consumables, materials and capital equipment had been deviated away from over the past few years. Some members were willing to purchase items and then reclaim the cost; others were not, and this presented a dilemma. Although the Shed had a debit card it was felt that this should not be routinely used for purchases as it negates our own rules of requiring dual authorisations for payments. Agreed to review the process at the next meeting. <b>ACTION: PG, NP</b></p> <p>It was likely that more effort would need to be devoted to seeking grants if the Shed were to remain viable. <b>CL</b>.offered to help with this as he had considerable experience from the Buckingham Canal Society.</p> <p>There being no other business, the Management Committee meeting concluded at 18:30</p> |
| 15 | <p><b>Board of Trustees</b><br/> Meeting postponed pending the review of the accounts.. <b>ACTION: NP to reschedule</b></p>   |
|    | <p><b>Date of next meeting</b></p> <p><b>Wednesday 7 July 2021 16.00-18.00</b></p> <p>Nigel Pigott, Secretary<br/> 24.6.2021</p> <p>Signed: .....Date.....Nigel Pigott, Secretary</p> <p>Signed:..... Date..... Michael West, Chair</p>   |