

Men in Sheds Milton Keynes

MANAGEMENT COMMITTEE

A meeting of the Committee was held at the Shed on 7 July 2021 at 16.00

MINUTES

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

In attendance: Doug Clow

1	Minutes of the meeting held on 2 June 2020 Agreed as a correct record
2	Membership of the Committee Since the last Committee meeting. Vince Burgum and Colin Levett had agreed to be co-opted to the Committee and were welcomed to their first meeting. Doug Clow was attending as a prospective Membership Secretary and trustee and was also welcomed to the meeting. Colin Levett undertook to look into the responsibilities of quartermaster, with a view to taking on the role. Several other roles still required to be filled, including health and safety coordinator and webmaster/digital assets manager.
3	Matters arising from the AGM Following the AGM's decision not to approve the 2019-20 and 2020-21 the Treasurer (PG) confirmed that he had invited Paul Dunn (on the recommendation of MKCF) to conduct a review of the Shed's finances 2019-2021, prior to revising and resubmitting the reports to an EGM for approval. The review will be done in collaboration with both the current and former treasurers. It is likely that Paul will review the accounts quarterly from now on.
4	Shed improvements <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. ACTION: NP <u>Heating system</u> : recommendations and a quotation are awaited from Jack Deanus's father. Only the non-workshop areas are under consideration. <u>Fob system</u> New fobs have been procured by Michael West. The installation of the necessary hardware and software is now under way

	<p>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. ACTION: MW to complete the work and liaise with the Membership Secretary on implementation. Chris Taylor will work on integration of the system with machine access.</p> <p><u>CCTV</u> Notices drawing attention to the CCTV installations are required. ACTION: MW 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 but plasterboard lining is still needed for the inner wall. The area also needs a telephone extension and an independent lighting sensor. A fireproof document safe would be a desirable addition to the office. The back corridor cabinet currently holding paint and other flammable fluids might be suitable.</p> <p><u>Surplus tools:</u> Items to be sold have now been moved into room 7 and Colin Levett has begun to sell some of them via PSP Auctions. The Shed's eBay account has also been resurrected and might also be used as a sales outlet.</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. ACTION: DT</p> <p><u>Fish tank:</u> Has now been removed by Ron Bowles</p> <p><u>New compressed air line</u> Has been bought and installed.</p> <p><u>Electrical work:</u> A quote has been received and the work will go ahead.</p> <p><u>Shed tidiness:</u> Agreed that the general state of the Shed had deteriorated considerably since before the lockdown. There were large quantities of surplus materials, abandoned projects and unwanted donations. ACTION: All to encourage those who use individual areas to take responsibility for keeping them free of clutter. Agreed to organise another Hack the Shed Day in the autumn and revive the Notice of Disposal labels to be placed on projects that appeared to be abandoned.</p>
5	<p>Website development and digital assets</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. It was hoped that James Robertson would take on the webmaster role in due course.</p> <p>Noted that there was no definitive record of passwords for the Shed's digital assets or who had access to them. This needed addressing urgently. ACTION: Trustees</p>

8	<p>Community projects</p> <p>The wooden box project for the PW Dance Academy had been completed and had generated a donation of £120</p> <p>Extensive work, some involving on site operations, for Wood End Primary School and Nursery was under way and was expected to generate a substantial donation.</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.</p> <p>ACTION: NP, DT</p>
9	<p>Use of dedicated space in the Shed</p> <p>PG had discussed with Larry Pullen his plans for the model railway and it had been agreed in principle to draw up an annual budget for it, in the region of £200. It was noted that Larry had already contributed some of his own resources to the railway. Tony Winn had resumed work on the smaller layout but his long term plans for it were unclear. Integration with the large layout remained an option.</p>
11	<p>Membership records maintenance</p> <p>There was agreement to Doug Clow's proposal for a simple spreadsheet-based system for membership records, rather than the current SQL database. This would also simplify maintenance and the importing of records to the Mailchimp system used for communication with members. The spreadsheet could be held in the Cloud on One Drive and suitably password protected.</p> <p>There was a pressing need to ensure that new members were properly inducted to the Shed, and that those who sign up but then do not attend, or who cease attending after a short period were followed up. ACTION: To consider at the next meeting.</p>
13	<p>Safety and security issues</p> <p>PAT testing was now due again and should be done at least for items in the woodwork shop and for any surplus tools that are to be sold direct to the public. It was agreed that in future, and if at all possible, this should be done by appropriately qualified Shed members. NOTE: Since the meeting Colin Levett has agreed to undertake PAT test training and to begin a testing programme.</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</p>

	<p>simple log maintained on OneDrive or even on paper. NP to discuss with Mark Sadler.</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. As a minimum it was agreed that keyholders should receive training. It was noted that the live fire training booked with Fire Training Bucks and MK Ltd had never taken place but was believed to have been paid for. ACTION NP</p> <p>Agreed that we should hold open the possibility of inviting Didac to run further machine safety training sessions. ACTION: PG to obtain costs</p> <p>There is some concern about noise levels in the workshop, especially from the router table and new table saw. Ear defenders and possibly ear plugs (which could be made available from a dispenser) should be made more visibly available. ACTION: MW</p> <p>It was noted that the bandsaw had recently been left running while unattended - a highly dangerous situation which could lead to a formal warning for anyone responsible. It was agreed that a 'motor running' warning light should be installed on the bandsaw and table saw. ACTION: MW to ask Makerspace to install.</p> <p>Noted that there was no definitive record of asbestos in the building and warning notices drawing attention to its possible presence in the fabric should be attached to any partitions likely to be drilled or cut. ACTION: MW</p>
14	<p>Finance</p> <p>PG has reviewed annual income and expenditure but further work needs to be done to verify the accounts, with the help of Paul Dunn.</p> <p>The Shed was currently running an operating surplus of approximately £5000 but this was largely due to savings on energy costs made during lockdowns and there was great uncertainty about the medium to long term, with the imminent rent and energy reviews by MKCF and the reliance on almost half of the 70 Local Giving donors who were not current members. We would lose in the region of £8000 p.a. if they were to cease donating. It was felt, however, that there was an obligation to contact these people to thank them for their continuing support, even if this led to a risk that some would then cancel.</p> <p>There was a similar concern that a small number of members who could well afford to donate continued to attend but did not donate. Consideration should be given to making direct debit the default method of contributing.</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 that the trustees should review the process and bring recommendations to the next meeting.. ACTION: PG, NP</p> <p><u>Insurance</u>: Export and General have almost doubled their premium for 2021-22. PG has researched other providers and is able to obtain equivalent cover for £400. We would have to supply an asbestos statement and would need to continue offering machine safety accreditation but there are no other conditions that we do not already meet. Agree that we should move to Wessex Insurance. ACTION: PG</p> <p><u>Waste disposal</u>: PG has researched other providers to replace Cheaper Waste following the termination of our contract on 19 August. It appears that an equivalent service can be obtained for around half what we are currently paying. ACTION: PG to cancel direct debit with CW and make a recommendation for a replacement provider Note following meeting: Serco appear to offer best value.</p> <p>There being no other business, the meeting concluded at 19:00</p>
15	<p>Board of Trustees Meeting postponed pending the review of the accounts.. ACTION: NP to reschedule</p>
	<p>Date of next meeting</p> <p>Monday 6 September 2021 16.00-18.00</p> <p>Nigel Pigott, Secretary 8.8.2021</p> <p>Signed:Date.....Nigel Pigott, Secretary</p> <p>Signed:..... Date..... Michael West, Chair</p>