

Board of Trustees: Men in Sheds MK

Draft Minutes of a meeting of the Board of Trustees held in the Shed on 6th October 2014

Present: Peter Gallagher, Steve Heath, Nigel Paterson, David Lloyd (DJ), Les Hubbard, Paul Griffiths

Apologies: Michael Sheppard

1. Chairman and Secretary

Steve Heath was elected as the Chairman of the Board of Trustees and David Lloyd (DJ) was elected as secretary to the Board

2. Minutes

The minutes of the meeting held on 31st March 2014 were accepted as a true record of that meeting and were signed

3. Memorandum of Understanding with Age UK MK

Paul explained that he had drafted the text of a possible memorandum and had circulated the draft for comments to the Management Group and to his colleagues in Age UK. Peter had responded following discussions in the Management Group. After extensive discussion it was agreed that Paul would re-work his draft taking consideration of the following points:

- 3.1. We would welcome the inclusion of a statement of general support for the Shed
- 3.2. To increase the security of tenure the period of notice should be increased to 6 months' notice on either side
- 3.3. Payment of rent should be changed to monthly by Direct Debit in arrears
- 3.4. There should be a 6 month period of notice for any change in the rent
- 3.5. The Management Group are to give notification in writing to Age Concern of any proposed physical changes to the fabric of the building

This re-drafted version would again be circulated to colleagues in Age Concern and to the Management Group

4. Bylaws for the Board of Trustees

Version 1.1 of the draft Bylaws was introduced and discussed at some length. Several changes were suggested and areas where more detail would be helpful were noted

It was agreed that the Board adopt the Bylaws and that a revised version should be prepared taking account of the discussion. It was further agreed that the Management Group would consider revisions to and expansion of the Standing Orders

Formal acceptance of the Bylaws was proposed and seconded and was agreed unanimously. The revised version 1.2 will now be prepared and presented for consideration at the next meeting of the Board

5. Special Needs Policy

The paper drafted by the Management Group was introduced and was generally welcomed. Members discussed if this should be used exclusively with potential members with Special Needs or if it should be a general policy document used to screen all potential members. It was agreed

unanimously that it would be used only with potential members experiencing Special Needs especially those referred by care agencies

It was reported that Peter had modified the version 2.2 of the document (that had been circulated with the agenda) to include an additional check as to a Recovery or Rehabilitation Programme. This further question will be added to the document which will then become version 2.3.

The policy was formally adopted and it was agreed that this policy would be reviewed in six months

6. Any Other Business

Peter raised three concerns that will need to be addressed by the Management Group:

- 6.1. Can we achieve an acceptable formal definition of who is a currently an active member?
- 6.2. We need to explore our responsibilities for annual reporting, including audited accounts, to the Charity Commissioners and all potential donors and other interested parties under the SORB guidance
- 6.3. We need to formally inform the Charity Commissioners of the changes of the Trustees

Approved, P Gallagher

