

Board of Trustees: Men in Sheds MK

1. Draft Minutes of a meeting of the Board of Trustees held in the Board Room in the Shed 27th January 2016

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

2. **Apologies:** none.

3. **Minutes** The minutes of the meeting held on 13th March 2015 were accepted as a true record of that meeting and were signed.

4. **Matters arising**

- a. **Policy on discipline of members.** The policy has been tested during a recent incident and members are satisfied that the procedure we have established has proved satisfactory, accordingly the policy has been agreed and will now be published to the membership. Item now closed
- b. **Donations.** A few members still need to convert their donations to the new rate. Instructions on how to do this have been circulated electronically. Item now closed.
- c. **Operational Year.** IT was agreed that our operational year will run from April 1st to Match 31st, and that this will henceforth be our financial year.
- d. **AGM** given the revised dates for the operational and financial year it was agreed that the AGM would take place on Wednesday 18 May 2016 Further it was agreed that Les and DJ would sort out the regulations for who should retire with the option of re-election at the AGM
- e. **Membership,** It was noted that the revised policy devised by the management Committee would replace that previously reported. Any man who attends the Shed and makes a one pound donation each year would be counted as a member and would be eligible to vote at General Meetings. Item now closed
- f. **Information Technology.** It was noted that the Shed has now relinquished the service previously provided by the Age UK MK contractor and now has a fast broadband connection, at a much more economic rate. Item now closed

5. **Use of IT facilities in the Shed**

The Trustees are concerned that members might be using our IT facilities to access illegal or inappropriate web sites. It was noted that Tall Paul has been invited to explore the possibilities of systems to monitor the use of the IT facilities and also to set up a CCTV system to monitor who is using which computers and when. The Trustees agreed in principle that this was an appropriate move forward and that a notice would be placed by every computer to explain that all usage of the IT internet connection are being monitored.

6. **The Lease**

Following the huge Shed Meeting that preceded this Trustee meeting it was noted that there was some interest in the management of the Shed reverting to Age UK MK however it was agreed that a detailed proposal of how Age UK MK would operationalise this in practice must be prepared, it was noted that despite several requests as to how this would be managed none have been provided.

The more attractive option was to undertake detailed bids to secure funding for a full time shed manager/ administrator / host which if successful would allow the Shed to take over the lease of the Shed.

For the Trustees of Age UK MK, the key issue is that of reporting our fire testing procedures onto the Age UK system. Although Shed members have been conducting all of the fire system tests as required it was acknowledged that the Shed has failed to use the Age UK IT system to report these and this is causing the Age UK MK board of Trustees great concern. It was noted that the Shed members have now agreed that several of their members will train as Fire Wardens and would be trained how to record fire test procedures onto the Age UK MK website. Paul Griffith undertook to organise such training and to expedite the introduction of the new system and given this new policy of compliance it is hoped that the Age UK MK trustees might be persuaded to extend the lease for six months beyond the 1st April renewal date.

7. It was agreed to undertake intense activities to attempt to establish funding to pay for a full time Shed administrator. Shed members have undertaken to generate a job description. The hopeful timetable as we move on is:
 - a. Mid Feb agree a Job description
 - b. Early March send out funding bids to all possible funding bodies
 - c. Mid late April gain responses from possible funding bodies
 - d. Late April start recruitment procedures
 - e. May appoint and start work here
 - f. It was agreed that the candidate manager would be employed by Age UK MK but would be under the day to day direction of the Chairman and management committee of Men in Sheds MK
8. It was agreed that if the aim to recruit a manager then the Shed was successful then the Shed would be in a position to take over the lease in late September
9. Finance
10. The Treasurer reported that we have a balance in the bank of about £16,000. And that against this there are commitments of about £2,500 dedicated to the chair lift and about £500 committed to purchase equipment from the gift from the Council.

Approved. P Gallagher

