

<b>ROMSEY MEN'S SHED</b>	<b>TRUSTEE MEETING</b>	
Date	12 <sup>th</sup> July 2023	
Time	12.45 pm	
Place	The Old House at Home	
Present	Don Snowsill DS Malcolm Kail MK Richard Rose RR	Ron Bowater RB Trevor Bond TB Tony Blackmoor AB
Apologies		
In attendance	Paul Grist	

		Action
<b>1</b>	<b>Minutes of last meeting 4<sup>th</sup> April 2023</b>	
<b>1.1</b>	The minutes were agreed to be an accurate record of the meeting.	
<b>2</b>	<b>Actions from last meeting</b>	
<b>2.1</b>	Re 4.2 and 5.3 – the actions related to items on the agenda to be discussed.	
<b>2.2</b>	Re 6.1 – MK had distributed a first draft of the information sheet for new Members and agreed to produce and distribute a further draft taking into account comments received at the meeting.	<b>MK</b>
<b>2.3</b>	Re 7.1 – action complete and as a result Paul Grist was in attendance.	
<b>2.4</b>	Re 8.1 – MK had invited volunteers to ‘maintain’ the workshop and social shed on a rota basis but there had been little response although it had been noted that in general the workshop and social shed had since appeared to be kept tidier. It was agreed the MK should issue occasional reminders for Members to maintain standards and that occasional ‘deep cleans’ should be organised.	<b>MK</b>
<b>2.5</b>	Re 9.2 – TB had located a suitable router in the workshop to be installed in the router table.	
<b>3</b>	<b>Financial report</b>	
<b>3.1</b>	AB introduced the summary financial statement that had been distributed before the meeting and reported that, in most cases, receipts for accounting heads were ahead of the original forecasts for the year. It was noted that the entry for Major item Purchases related entirely to the construction of the outside work shelter. It was also noted that the entries for both receipts and payments in respect of fundraising and social activities related almost entirely to receipts from Members and payments made for various trips and outings. TB also answered a number of questions about individual entries in the accounts.	
<b>3.2</b>	It was agreed the balance of the account was very healthy and after some discussion it was agreed that consideration would be given at the end of the year to ‘transferring’ further funds to the reserve.	
<b>4</b>	<b>Outside work shelter planning issue and completion</b>	
<b>4.1</b>	Following advice from TVBC that they would take no further action regarding planning permission for the outside work shelter, it was agreed that no further action by the Shed would be necessary.	
<b>4.2</b>	It was noted that work to complete weather protection on the sides of the shelter was progressing well. It was agreed that benches and lockable storage cabinets along the back wall	

	of the shelter should be considered. There was some discussion on the need to install suitable power supplies in the shelter but it was noted that the original planning permission for the workshop restricted the use of power tools. It was agreed that this issue should be considered carefully before the installation of a power supply in the shelter which would inevitably lead to use of, possibly noisy, power tools outside the workshop.	
<b>5</b>	<b>Workshop H&amp;S regime</b>	
<b>5.1</b>	AB indicated that the H&S regime that had been introduced appeared to be working well. Members were in the main compliant in signing the registers to confirm their competence to use individual items of equipment. In due course the 'gaps' in the competence registers would be identified with a view to offering training or demonstrations of those items of equipment that few Members felt competent to use. It was agreed that the arrangements appeared to be working well but also agreed that the arrangements would need frequent reinforcement.	
<b>5.2</b>	It was agreed that AB would continue to monitor completion of the competence registers.	<b>AB</b>
<b>5.3</b>	It was agreed that MK would reinforce the H&S requirements and Members' obligations regularly at weekly meetings.	<b>MK</b>
<b>5.4</b>	It was agreed that RB would arrange for the PAT tester to be calibrated.	<b>RB</b>
<b>5.5</b>	It was agreed that AB would ensure that all power tools are inspected for faults and PAT tested on a regular basis.	<b>AB</b>
<b>6</b>	<b>Mid-year review</b>	
<b>6.1</b>	It was agreed that all arrangement for work on projects for schools and other organisations were basically working well but it was noted that more Members, other than Trustees, were needed to assist with projects and to act as project managers.	
<b>6.2</b>	It was agreed that arrangements for trips, visits and walks were working well and it was noted and appreciated that more Members were taking the lead in organising such activities.	
<b>6.3</b>	It was agreed that weekly meetings were proving popular despite poor acoustics in the Dr Peter Centre, even meetings limited to Shed business alone with no outside speakers. It was agreed that Shed business meetings should be limited to one per month and should never occur two weeks running. It was agreed that there should be a summer break from weekly meetings and occasionally no weekly meeting if no worthwhile content could be anticipated. It was agreed that it might be worthwhile considering a 'pub meet' in weeks where no normal weekly meeting seemed appropriate.	
<b>6.4</b>	It was agreed that workshop and social shed arrangements were working well. It was noted that some tools and equipment, particularly batteries, needed attention or replacement. It was also noted that an inventory of equipment ought to be prepared.	
<b>7</b>	<b>Trustee positions</b>	
<b>7.1</b>	Trustees agreed to appoint Paul Grist as an additional Trustee and Paul agreed to be so appointed with immediate effect.	
<b>8</b>	<b>AOB</b>	
<b>8.1</b>	There was some discussion about the dust extractor in the workshop which was very noisy and for that reason seldom used. RB agreed to investigate options to build an enclosure round it or to otherwise limit the sound from it.	<b>RB</b>
<b>8.2</b>	TB agreed to investigate options for a 'point of use' water heater.	<b>TB</b>

<b>8.3</b>	The planned Shed summer BBQ was discussed at length. The planned work on the school premisses made the date for the event very uncertain. Furthermore, some idea would be needed on number of Members likely to attend, number of spouses likely to accompany Members, what the cost should be to Members, what amount should be contributed from Shed funds, what food should be provided etc. It was agreed that MK should talk to the organisers, Bob Munns and John Tilley, to encourage them to establish potential numbers and to propose planned arrangements in detail.	<b>MK</b>
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