

ROMSEY MEN'S SHED	TRUSTEE MEETING	
Date	24 th April 2024	
Time	1pm	
Place	The Old House at Home	
Present	Colin Peak CP (minute taker) Malcolm Kaill MK Richard Rose RR Paul Grist PG	Trevor Bond TB Tony Blackmoor AB Ron Bowater RB (arrived 1.20pm)
Apologies		

Part A -

		Action
Item 1	CP opened the meeting to introduce the first item - Election of Chairman . (Required annually by the Trustees).	
1.1	MK was nominated by AB and seconded by PG . MK was duly elected.	

Item 2	Minutes of last meeting 17th January 2024	
2.1	The minutes were agreed to be an accurate record of the meeting.	

Item 3	Actions from last meeting	
4	Review and agreement of arrangements and papers for AGM (including signing of TAR) All actions completed. The AGM took place on 28 th February.	
5.1	Social media policy - The draft social media policy sent to the meeting by RB was discussed. It was felt that some fine tuning of wording was needed, but that the overall content was very good. TB agreed to make minor amendments and present an updated version to the next trustee meeting. Brian Page will also be invited to comment given his social media role on behalf of the Men's Shed. This to be dealt with at agenda item 5.	TB
5.2	This led to an agreement that a wider discussion about actions needed to promote (including appearing on our website), explain, and implement Men's Shed policies should be an agenda item for the next meeting. This to be dealt with at agenda item 6.	TB CP
6	Safeguarding policy	
6.2	It was agreed that PG will review, and if necessary, update the risk assessment form used for externally delivered projects to signify compliance with any stipulations or restrictions identified in the safeguarding approach or policy of the relevant external organisation. PG presented an updated Risk Assessment form (RA) to all members at a DPC Men's Shed Business meeting. It was welcomed by members. It was agreed that the RA should be attached to the project form. TB to coordinate distribution of these documents to project leaders (as they are identified for each new project).	PG TB
7	Charity Commission recent requirement for a second Trustee with Administrator rights. To be discussed and nominated person agreed. MK agreed to be nominated. CP actioned this on the Charity Commission portal	
9	RMS clothing control – a new volunteer needed. AB to seek a volunteer. Bill Aldous took over the role with sales increasing due to a new full length zip sweatshirt being ordered.	AB

Item 4	Health and Safety (Standing item)	
4.1	<ul style="list-style-type: none"> • A major tidy up of the men shed workshop, woodshed and shelter area took place on 23rd April. • It was noted that there is still work to do to encourage the wearing of personal protective equipment e.g. ear protectors, safety glasses etc. 	
Item 5	Social media policy - for agreement and sign off.	
5.1	<ul style="list-style-type: none"> • The social media policy was presented with an explanation by CP about an addition to the policy being inserted following consultation with Brian Page, the Men's Shed Facebook coordinator. This involves a requirement for consent to be given by new members about having their images included in any public or private media. Also, existing members will be asked for such consent given that a number of members have joined the men's shed since this question was last posed. • Who agreed to take this action forward? • The policy was approved by all and duly signed by the chair and secretary. • CP scan and send to MK. MK will post the policy to the website. 	CP & MK
Item 6	How to promote, explain and implement Men's shed policies.	
6.1	<p>It was noted that the Health and Safety Policy is now on display in the Men's Social Shed. Following a discussion, it was agreed that at each DPC business meeting, one policy (in turn) will be described and discussed to raise awareness and answer any queries. Notes of each policy 'presentation' will then be included in the 'Shedule' distributed to all members after the meeting.</p> <p>Responsibility for introducing each policy to members attending the DPC meetings was agreed as below:</p> <p>Safeguarding – RR Equality – MC Social Media – RB Health and safety – PG Data Protection – TB Co-ordination of dates for each presentation - MK</p>	RR MC RB PG TB MK
Item 7	Hardship Fund – Discussion. <i>See Part B of minutes for confidential discussion (distributed to Trustees only)</i>	
7.1	Hardship Fund – Conclusions. It was resolved that: <ul style="list-style-type: none"> • A facility is created to enable member support. • The potential to access such support is publicised to members. • Two Trustees are named as the people to approach confidentially to discuss member support. This being for a 12-month period. • The two named trustees are Tony Blackmoor and Trevor Bond. 	MK AB/TB
Item 8	Discussion and agreement related to spending of the "Waitrose" £1000 donation.	
8.1	<p>It was agreed that since the broad terms of the donation was to "improve shed facilities", we should provide an update to Waitrose once the money is spent.</p> <p>Three areas of spend were identified and agreed:</p> <ul style="list-style-type: none"> • To expand the wood store – <i>approximate cost £500</i> • To purchase additional equipment – to include Tool rack / Sander / Additional battery charges and batter for drills / and possibly an electronic rotary wire brush – <i>approximate cost £250.</i> • To invest in games to be used by shed members – Indoor Kurling set – <i>approximate cost £380.</i> 	

	It was felt that if a little more than £1000 is spent, then this extra can come from other budgets (for example the equipment budget).	
Item 9	Trustee Holidays – Planning for DPC meeting cover.	
9.1	<p>Due to various holiday commitments coming up in May and June, the following plans were discussed and agreed regarding meetings and activities:</p> <p>1st May – (Informal Shed meeting)</p> <p>8th May – Paul Stickler – talk – The Lord Errol Murder</p> <p>15th May – Skittles</p> <p>22nd May – Visit to Weald and Downland Museum</p> <p>29th May – General meeting at the DPC</p> <p>5th June – Kubb – TB organising – venue – Romsey memorial Park)</p> <p>12th June – Martin Radford - talk – Working in a Uganda Hospital</p> <p>* 19th June - ? Winchester trip *</p> <p>* 26th June - General meeting at the DPC (TB and AB leading the meeting)</p> <p><i>* These dates were subsequently changed. The “Schedule” is the best source for actual meetings and events information.</i></p>	
AOB	<p>It was proposed that a gift should be presented to Richard Payne for the significant support work that he does in transporting materials to and from the Men’s Shed.</p> <p>It was agreed that up to £20 should be allocated for this.</p>	RR
	<p>Date of next meeting</p> <p>31st July – 1pm at the Old House at Home</p>	
	The meeting closed at 2.39 pm	

