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| <b>ROMSEY MEN'S SHED</b> | <b>TRUSTEE MEETING</b>   |  |
| Date                     | 31 <sup>st</sup> July 2024   |  |
| Time                     | 1pm  |  |
| Place                    | The Old House at Home  |  |
| Present                  | Colin Peak <b>CP</b> (minute taker)<br>Malcolm Kaill <b>MK</b><br>Richard Rose <b>RR</b> | Trevor Bond <b>TB</b><br>Tony Blackmoor <b>AB</b><br>Ron Bowater <b>RB</b> |
| Apologies                | Paul Grist <b>PG</b>   |  |

|               |   | Action   |
|---------------|---|--|
| <b>Item 1</b> | <b>Minutes of last meeting 24<sup>th</sup> March 2024 (Part A and Part B)</b>   |  |
| <b>1.1</b>    | The minutes were agreed to be an accurate record of the meeting.  |  |
| <b>Item 2</b> | <b>Actions from last meeting</b>  |  |
| <b>5.1</b>    | <ul style="list-style-type: none"> <li>The social media policy was presented with an explanation by <b>CP</b> 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.</li> <li>Who agreed to take this action forward?</li> <li>The policy was approved by all and duly signed by the chair and secretary.</li> <li><b>CP</b> scan and send to <b>MK</b>. <b>MK</b> will post the policy to the website.</li> <li>- <b>The policy was scanned and posted on the website.</b></li> <li>- <b>CP agreed to email all members to ask all existing members for consent or to decline consent for their images to be included in any public or private media related to the Romsey Men's Shed.</b></li> </ul> | <b>CP &amp; MK</b><br><br><b>CP</b>  |
| <b>6.1</b>    | <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 at DPC meetings was agreed as below:<br/>Safeguarding – <b>RR</b> – <b>Presented at a DPC meeting in May 2024</b><br/>Equality – <b>MC</b> – <b>Presented at a DPC meeting in June 2024</b><br/>Social Media – <b>RB</b><br/>Health and safety – <b>PG</b><br/>Data Protection – <b>TB</b><br/><b>Co-ordination of dates for each presentation - MK</b></p>  | <b>RR</b><br><b>MC</b><br><b>RB</b><br><b>PG</b><br><b>TB</b><br><b>MK</b> |
| <b>7.1</b>    | <p><b>Hardship Fund – Conclusions.</b></p> <p>It was resolved that:</p> <ul style="list-style-type: none"> <li>A facility is created to enable member support.</li> <li>The potential to access such support is publicised to members.</li> <li>Two Trustees are named as the people to approach confidentially to discuss member support. This being for a 12-month period.</li> <li>The two named trustees are Tony Blackmoor and Trevor Bond.</li> <li>- <b>The concept of "member support" was presented to members at a DPC meeting and publicised in the "Shedule". There have been no enquiries to date, but Trustees are satisfied that an appropriate pathway to offer member support has now been created.</b></li> </ul>   | <b>MK</b><br><br><b>AB/TB</b>  |
| <b>AOB</b>    | <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> <p>- <b>RR arranged this and presented the gift to Richard who was very grateful.</b></p>   | <b>RR</b>  |

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| <b>Item 3</b>  | <b>Financial Report.</b>   |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>3.1</b>   | <p><b>AB</b> distributed the financial report. We have a healthy balance currently.</p> <p><b>Summary:</b></p> <table border="1"> <tr> <td>Current receipts</td> <td>£4,687.70</td> </tr> <tr> <td>Payments</td> <td>£4,633.41</td> </tr> <tr> <td>Balance</td> <td>£54.29</td> </tr> <tr> <td>Balance brought forward from 2023</td> <td>£6,189.56</td> </tr> <tr> <td>Current balance (which includes a reserve of £2,000)</td> <td>£6,243.85</td> </tr> </table> <p><b>Of note:</b><br/> Shed running costs – spent £880.<br/> Major items purchased - £1,392.13.<br/> - The purchase of a card reader to enable cash free payments on the spot was discussed.<br/> - It was resolved that there was not the need to purchase one at this time.<br/> <b>AB</b> was thanked for providing the detailed financial report.</p>   | Current receipts                                    | £4,687.70 | Payments | £4,633.41 | Balance | £54.29 | Balance brought forward from 2023 | £6,189.56 | Current balance (which includes a reserve of £2,000) | £6,243.85 |  |
| Current receipts                                     | £4,687.70  |   |           |          |           |         |        |                                   |           |  |           |  |
| Payments   | £4,633.41  |   |           |          |           |         |        |                                   |           |  |           |  |
| Balance  | £54.29   |   |           |          |           |         |        |                                   |           |  |           |  |
| Balance brought forward from 2023                    | £6,189.56  |   |           |          |           |         |        |                                   |           |  |           |  |
| Current balance (which includes a reserve of £2,000) | £6,243.85  |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>Item 4</b>  | <b>Health and Safety (Standing item).</b>  |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>4.1</b>   | It was noted that there has been an increase in use of PPE in the workshop by members. This is seen as being encouraging. Therefore, it was felt by Trustees that progress is being made.  |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>4.2</b>   | <p><b>Policies and Forms.</b></p> <p>It was noted that although definitive copies of Romsey men’s Shed policies are published on the Men’s Shed website (and held electronically and in paper form by the secretary, the same is not the case for the various forms in use. To rectify this, <b>it was agreed</b> that a google drive account to be set up by <b>RB</b> to collect definitive copies of each form. <b>All form holders are asked to add their forms to the google drive when it is available.</b></p> <p>A review of forms will take place along with policies as an agenda item at our next meeting.</p>  | <p><b>RB / All form owners</b></p> <p><b>CP</b></p> |           |          |           |         |        |                                   |           |  |           |  |
| <b>Item 5</b>  | <b>Defibrillator discussion.</b>   |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>5.1</b>   | <p>The possibility of installing a defibrillator at the Men’s Shed was discussed. It was felt that since there is a defibrillator at the school (available within a few minutes), that this was not necessary. Also, the installation and running costs and the need for associated specific training in the use of the defibrillator led to the conclusion that we should not proceed with this idea.</p> <p>However, <b>it was agreed that Ian Redmill</b> to be asked to give a refresher First Aid talk for interested members.</p>  | <b>MK</b>   |           |          |           |         |        |                                   |           |  |           |  |
| <b>Item 6</b>  | <b>Community Project funding</b>   |   |           |          |           |         |        |                                   |           |  |           |  |
| <b>6.1</b>   | <p>This discussion arose from the Romsey School ASD shelter proposal not being pursued due to the financial cost to the school. The broader question of whether we should, or how we are able to, support such projects (consistent with Charity Commission regulations) was discussed. It was agreed that we should look at these projects on a case-by-case basis bearing in mind that (given Charity Commission regulations) any expenditure should benefit RMS members in some way.</p> <p><b>It was resolved that</b> we should consider providing materials in such cases but expect a contribution from the recipient organisation. <b>It was also resolved that</b> whilst always desirable that members approval should be sought for projects and expenditure, Trustees should be able to approve project support up to £250 for matters without specific general membership approval. Any contributions above this figure will need clear consent from the wider Men’s Shed membership.</p> |   |           |          |           |         |        |                                   |           |  |           |  |

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| <b>Item 7</b> | <b>Website hosting (renewal) discussion.</b>   |                            |
| <b>7.1</b>    | <p><b>RB</b> presented information about renewal costs. It was recommended that we remain with our current provider “WIX” even with the increase costs recently announced.</p> <p><b>It was resolved</b> to stay with WIX at the “light” level for a 3-year period.</p>  | <b>RB</b>                  |
| <b>AOB</b>    | <p><b>Corn hole construction - John</b> to be asked to make an additional Corn Hole for Richard Payne who had requested this of the Shed some time ago.</p> <p><b>How to generate craft sale income</b><br/> <b>RR</b> proposed that we should aim for attend a craft sale in October. Creation of items by members to be promoted by <b>RR</b>.</p>   | <b>RR</b><br><br><b>RR</b> |
|               | <p><b>Construction of wood store</b></p> <ul style="list-style-type: none"> <li>- <b>TB</b> proposed creating a connecting roof between the old and new construction at minimal expense.</li> <li>- It was agreed that <b>TB</b> take the lead on this.</li> </ul>   | <b>TB</b><br><b>TB</b>     |
|               | <p><b>Loan Record Sheet</b></p> <ul style="list-style-type: none"> <li>- A new “Loan record sheet” was presented by <b>TB</b> – <b>It was approved by Trustees.</b></li> </ul>   |                            |
|               | <p><b>First Aid boxes.</b></p> <ul style="list-style-type: none"> <li>- It was noted that the current First Aid boxes are out of date. <b>It was agreed</b> to buy new First Aid boxes.</li> </ul>   | <b>AB</b>                  |
|               | <p><b>New member requests</b></p> <ul style="list-style-type: none"> <li>- <b>There was a discussion concerning the approach required when potential new members were declared as suffering from “mild dementia”</b> The question of how we apply an appropriate “filter” was raised. It was agreed that if a carer is needed to attend with the “applicant”, then this is considered to be the line between accepting a new member and feeling that the Men’s Shed is not able to offer support.</li> <li>- Also, the distinction between attending Wednesday DPC meetings and use of workshop needs careful consideration. It was agreed that it is Important to remember that we are a “self-help” organisation rather than a care provider.</li> <li>- The onus will be on the Chair and Membership Secretary to provide a filter at the application stage.</li> </ul> | <b>MK/TB</b>               |
|               | <p><b>Date of next meeting</b><br/> 30<sup>th</sup> Oct – 1pm at the Old House at Home</p>   |                            |
|               | <b>The meeting closed at 2.45pm</b>  |                            |