

ROMSEY MEN'S SHED	TRUSTEE MEETING		
Date	16 th January 2025		
Time	1pm		
Place	The Old House at Home		
Present	Colin Peak CP (minute taker) Malcolm Kaill MK Richard Rose RR	Trevor Bond TB Tony Blackmoor AB Paul Grist PG Ron Bowater RB	
Apologies			

		Action
	MK opened the meeting	
Item 1	Minutes of last meeting 6th November 2024	
1.1	The minutes were agreed to be an accurate record of the meeting.	
Item 2	Actions from last meeting	
	Item 3 - Financial Report - A financial forecast for 2025 to be produced and distributed by the Treasurer Completed – To be dealt with under agenda item 3 at this meeting.	AB
	Item 4 - Health & Safety Update - PAT testing on all electrical appliances to be undertaken each 18 months (next due in March/April 2025). - An in-line on/off and emergency stop button unit will be fitted to the router next week to enhance the safe use of this machine. Installed. - A review of Health & Safety for regular power tool users will be undertaken biennially (next due summer 2026).	AB AB
	Item 5 - Review of Policies and Forms 5.4 Health and Safety - Some minor changes required. The final version to be sent to the Secretary for printing and sign off by the Chair. Completed 5.6 Membership Form – To be updated in line with H&S policy alterations (final version to be sent to Secretary). Completed with the new Romsey school logo added.	PG & AB TB & MK
	Item 7 - Trustee roles and intentions It was agreed that CP should replace Don Snowsill as an account signatory in the new year. This has proven to be rather complicated due to difficulties with the TSB online administrative process for changing signatory names. Further efforts will be made to achieve this change during January.	AB

Item 3	Agreement of 2024 accounts summary and agreement and signing of accounts for CC	
3.1	- The final audited accounts for 2024 were presented. These were approved with thanks to AB for his work through the year for producing and maintaining the accounts, and to RR for auditing the accounts.	
3.2	- The completed template for submission to the Charities Commission (with the final accounts information for 2024 inserted) was presented. It was approved by Trustees and signed by the Chair and the Secretary. CP to upload this and other appropriate documents to the Charities Commission Website as part of the annual return for 2024 in the coming weeks.	CP

Item 4	Finance forecast 2025	
4.1	<p>AB presented the finance forecast for 2025.</p> <ul style="list-style-type: none"> - It was suggested by RR that the running costs forecast should be changed. This was done by AB immediately after the meeting. - The principle of membership fees covering running costs was discussed. It was felt that a wider perspective was needed before deciding on continuation of this principle (see agenda item 10). - The updated finance forecast is attached at Appendix A. 	
4.2	<ul style="list-style-type: none"> - Membership fee for 2025/26 - Discussion and any proposal for the AGM - to be agreed. - It was agreed that any proposed change in the membership fee would need a specific justification. It was agreed not to propose an increase this year but to keep this under review and bring the topic up in a “hot topics” session so that members could engage in a discussion about the relationship between the membership fee and medium-term spending plans for the men's shed. 	
Item 5	AGM planning	
5.1	The planning timetable for the AGM was agreed. CP will distribute announcements and papers for the AGM in line with the timetable.	CP
5.2	The RMS Trustee Annual Report (TAR) was presented. It was agreed and signed by the Chair and the Secretary.	
5.3	Retiring Trustees. A paper containing extracts from the RMS constitution related to the requirement for a third of the Trustees to retire each year was presented. Along with information about previous retirement dates of the Trustee group. Two Trustees are required to retire in 2025. The potential retirees were RR, TB and AB . It was agreed that RR and AB will retire at the AGM, but both are happy to be reappointed if approved by members at the AGM.	
Item 6	Health & safety update	
	<ul style="list-style-type: none"> - PG gave a Health and Safety update to members at the DPC meeting on 8th January 2025. - PG undertook to make more regular visits to the social shed and workshop more often. He has and will record observations and findings from his visits and will challenge unsafe or non-compliant health and safety behaviour when needed. All agreed that this is an important activity to reinforce safe behaviour by members. - PG to distribute reports of his observations and findings to Trustees following his visits. 	PG
Item 7	Supporting the mental health and wellbeing of RMS members – discussion.	
	<p>MK introduced the topic by describing support of the mental health and wellbeing of our members as within our charitable objects and therefore part of our remit.</p> <ul style="list-style-type: none"> - The proposal previously put forward by TB concerning training for two volunteers to attend mental health training was agreed now that two willing and appropriate members had been identified. It was felt that a definition of what would be asked of them after the training would be needed. (TB agreed to develop a ‘job description’). - RB outlined the responsibilities of an “Almoner” or “Welfare Officer” role, being responsible for liaising with members and/or their families if concerns were raised. - It was agreed that other than when specific concerns were raised by or about the mental health and wellbeing of a member, there are two ‘audit points’ during the year when responses or lack of responses from members could indicate that a contribution by the welfare officer may be beneficial. These are the summer Barbecue and the Christmas meal. (To be included in the job description to be developed by TB.) 	TB TB
Item 8	Green and Thrifty fortnight – discussion about the RMS contribution to this Library led event.	
	<ul style="list-style-type: none"> - It was agreed to have an additional Repair Shed (located in the Romsey library) to support this initiative and provide some publicity about RMS activities and examples for the craft products that we make. - Brian Page to be asked to publicise our involvement on our Facebook page. - MK to liaise with the library about the publicity that they will produce. 	RB MK MK

Item 9	Medium Term planning							
	<p>MK introduced this topic as an extension of agenda item 4. MK felt it important that we think ahead bearing in mind:</p> <ul style="list-style-type: none"> • Our charitable aims • The views of our members • Improvements needed to our facilities • The implications of the above in terms of resource requirements. <p>Ideas already discussed include:</p> <table border="1" data-bbox="245 405 1102 517"> <tr> <td>Plans related to Social Shed improvements</td> <td>Approx. cost £1000</td> </tr> <tr> <td>Short/medium term repairs to Woodshed</td> <td>Minimal cost</td> </tr> <tr> <td>Woodshed replacement</td> <td>Approx. cost £3000</td> </tr> </table> <p>These projected costs raise the question of how we raise funds beyond what we can take from existing balances. It was agreed that a paper should be produced for the next trustee meeting capturing a four-part approach that could form the basis of a 'hot topics' discussion leading towards consensus on a way forward. This approach involves one or more of the following:</p> <ul style="list-style-type: none"> - The use of reserves. - Ideas for raising money. - One off, or more sustained increase in the membership fees. - Grant applications 	Plans related to Social Shed improvements	Approx. cost £1000	Short/medium term repairs to Woodshed	Minimal cost	Woodshed replacement	Approx. cost £3000	MK & CP
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Short/medium term repairs to Woodshed	Minimal cost							
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Item 10	Date of next meeting. Wednesday April 16th at 1pm – The Old House at Home							
Item 11	AOB							
	There were no AOB items							
	The meeting closed at 3.10 pm							

Romsey Men`s Shed Forecast 2025

	2025 forecast	2024 forecast	2024 actual
Income			
Membership subscriptions and contributions: 64@£30.00	£1,950.00	£1,920.00	£1,965.00
Grants, donations, Gift Aid and easy fundraising	£250.00	£200.00	£358.62
Receipts from Repair Shed activity	£1,250.00	£1,250.00	£1,265.88
Receipts from Craft sale activity	£750.00	£750.00	£715.75
Receipts from trips/visits	£1,000.00	£1,000.00	£0.23
Receipts from speakers,prizes etc	£0.00	£0.00	£0.00
Receipts from Community Projects	£1,500.00	£1,500.00	£1,187.43
Receipts from shirt sales	£250.00	£300.00	£373.00
Receipts for Christmas meal	£800.00	£650.00	£809.85
Total Income	£7,750.00	£7,570.00	£6,675.76
Expenditure			
Shed Running Costs/ insurance/DPC hire /sundries	* £3,050.00	£2,600.00	£3,235.75
Major items purchases inc	** £1,500.00	£1,500.00	£1,485.92
Cost of repair shed activities	£250.00	£100.00	£299.32
Cost of Craft sale activity	£50.00	£50.00	£60.95
Cost of trips/visits	£1,000.00	£1,000.00	£0.00
Cost of speakers, prizes etc	£500.00	£500.00	£443.36
Cost of Community Projects	£750.00	£500.00	£758.88
Purchase of shirts	£200.00	£250.00	£353.92
Cost of Christmas meal subsidy (& Tip)	£1,100.00	£900.00	£1,140.35
Total Expenditure	£8,400.00	£7,400.00	£7,778.45
Balance for year	-£650.00	£170.00	
Balance from previous Year 2024	£4,226.27	£4,226.27	£4,226.27
Reserve funds from 2024	£2,000.00	£2,000.00	£2,000.00
Balance carried forward to 2026	£5,576.27	£6,396.27	£6,226.27
Notes			
* £850 insurance, DPC hire £1200, Sundries £1000			
** Includes funds to repair wood shed & repair social shed, decorate and fit additional storage.			
Revision 1 dated 16/01/25			