

<b>ROMSEY MEN'S SHED</b>	<b>TRUSTEE MEETING</b>	
Date	17 <sup>th</sup> January 2023	
Time	19.30 pm	
Place	2 New Road	
Present	Don Snowsill DS Malcolm Kaill MK Richard Rose RR	Ron Bowater RB (Arrived during 3) Trevor Bond TB Tony Blackmoor AB
Apologies		

		Action
<b>1</b>	<b>Minutes of last meeting 14<sup>th</sup> November 2022</b>	
<b>1.1</b>	It was agreed that a decision had been taken at the meeting, that TB should replace RB as Vice Chair, which had not been recorded in the minutes. In all other respects 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 item 1. Action to revise the accounts spreadsheet to reflect the agreement to identify a reserve within the Shed funds was complete. A print of the additional worksheet that had been created within the main accounts spreadsheet was tabled and explained and accepted.	
<b>2.2</b>	Re item 4. Action to discuss Trustee arrangements with Members programmed for 1 <sup>st</sup> February.	
<b>2.3</b>	Re items 5, 6 and 8. All completed or resolved.	
<b>3</b>	<b>Approval and signing of 2022 accounts</b>	
<b>3.1</b>	It was noted that RR had checked the Shed accounts and had annotated a copy of the accounts summary page to confirm his agreement of the accounts. Trustees approved the accounts for 2022 and the copy of the Charity Commission Spreadsheet to which the summary information had been transferred was duly signed by the chair and the secretary.	
<b>3.2</b>	AB tabled a paper showing the out-turn against the 2022 forecast of income and expenditure together with his proposed forecast for 2023. It was noted that the balance at the end of 2022 was an increase of £1117.75 above the balance at the start of the year whereas an increase of £340 had been forecast. The reasons for the variances against each accounting head were discussed without any significant issue arising.	
<b>3.3</b>	The forecast for 2023 prepared by AB was reviewed in detail and the reasons for the various entries were discussed and approved but noting that the forecast loss for the year would be £400. After some discussion it was agreed that a resolution to increase the annual subscriptions to £30 should be put to the Members at the AGM in order that forecast income and expenditure would be more or less equal. Action to DS to formulate and issue the necessary resolution with the AGM papers. Action to AB to revise the forecast to take the change into account.	<b>DS AB</b>
<b>3.4</b>	It was noted that the forecast was simply a forecast and would not be regarded as, and monitored as an operating budget.	
<b>4</b>	<b>Approval and signing of 2022 TAR</b>	
<b>4.1</b>	The TAR was approved and signed by the Chair and the Secretary.	

<b>5</b>	<b>Approval of 2023 AGM papers and AGM planning</b>	
<b>5.1</b>	The various papers for the AGM were reviewed. It was agreed that RB would retire as a Trustee and stand for re-election along with DS. The notice of the AGM and the agenda were approved subject to clarification of the Trustees retiring.	<b>DS</b>
<b>5.2</b>	After lengthy discussion it was agreed that the number of Trustees would be revised and expressed as a 'maximum of 8' which would allow additional Trustees to be co-opted in due course.	
<b>6</b>	<b>Review and signing of policies</b>	
<b>6.1</b>	All policies had been reviewed with no significant issues arising. New editions of the policies were signed by the Chair and the secretary.	
<b>7</b>	<b>Plans for outside working space</b>	
<b>7.1</b>	RB briefly introduced the plans for the outside working space which he had distributed before the meeting. These were reviewed and accepted. It was decided that the roof of the new structure should not be extended to reach the roof of the workshop. However, it was agreed that there should be a vertical section of the roofing material installed at the front of the structure, falling from the edge of the roof, to reduce the impact of rain driving in from the front.	
<b>7.2</b>	It was agreed that the erection of the structure should proceed at an estimated cost of £900.	
<b>8</b>	<b>AOB</b>	
<b>8.1</b>	There was a brief discussion on the increasing Member numbers. It was agreed that pressure on the use of the workshop was easing with the promotion and adoption of other days and afternoons for workshop use. It was agreed that the process of meeting and welcoming new prospective Members needs to be managed more carefully. There was a suggestion that one day a month should be designated as the day that prospective Members should be invited to the workshop for a look round and to meet Trustees.	
<b>8.2</b>	There was a brief discussion of craft sales and general agreement that there needs to be continuous opportunities and projects to encourage Members to make craft items and plenty of opportunities for their sale to be found. It was agreed that the sale of craft items supplied a worthwhile and essential contribution to Shed funds.	
<b>9</b>	<b>Date of next meeting</b>	
	Not discussed.	