

<b>ROMSEY MEN'S SHED</b>	<b>TRUSTEE MEETING</b>	
Date	6 <sup>th</sup> November 2024	
Time	1pm	
Place	The Old House at Home	
Present	Colin Peak <b>CP</b> (minute taker) Malcolm Kaill <b>MK</b> Richard Rose <b>RR</b>	Trevor Bond <b>TB</b> Tony Blackmoor <b>AB</b> Paul Grist <b>PG</b>
In attendance	Andrew Keightley <b>AK</b> (as an observer)	
Apologies	Ron Bowater <b>RB</b>	

		Action
	<b>MK</b> opened the meeting by welcoming <b>AK</b> to the meeting as an observer	
<b>Item 1</b>	<b>Minutes of last meeting 31<sup>st</sup> July 2024</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>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. <i>All form holders are asked to add their forms to the google drive when it is available.</i></p> <p><b>Policies and Forms are in place on the shared drive (a link to the drive has been sent to Trustees). A review of policies and forms to be discussed at Agenda item 5.</b></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. However, <b>it was agreed that Iain Redmill</b> to be asked to give a refresher First Aid talk for interested members.</p> <p><b>Further to the above, Barry Drummond has investigated getting a defibrillator installed via an application to the British Heart Foundation. This was found not to be feasible as all such defibrillators would need to be accessible 24 hours per day. Given our location, this would not be possible. Therefore, no further action possible currently.</b></p> <p><b>After further consideration of appropriate first aid training for members, it was agreed to ask Iain Redmill to deliver a training session during one of the DPC Wednesday meetings.</b></p>	<b>MK</b>
<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> <p><b>RB renewed our subscription with WIX as agreed.</b></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>A new Cornhole produced, and more bean bags will be ordered by MK.</b></p> <p><b>How to generate craft sale income</b></p> <p><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> <p><b>A variety of items were created. Sales at the craft sale generated takings of £56.10 in October and £105.60 in November. A decision as to whether to attend the December Crafts fair in Ampfield will be decided depending on available stocks of items closer to the time.</b></p>	<p><b>RR</b></p> <p><b>RR</b></p>
	<p><b>Construction of wood store</b></p> <p>- <b>TB</b> proposed creating a connecting roof between the old and new construction at minimal expense.</p>	<b>TB</b>


	<ul style="list-style-type: none"> <li>- It was agreed that <b>TB</b> take the lead on this.</li> </ul> <p><b>Construction of the additional wood store and connecting roof have been completed.</b></p>	<b>TB</b>
	<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> <li>- <b>New First Aid boxes have been installed at the Men’s Shed.</b></li> <li>- <b>Photos of the box locations will be taken to publicise their availability</b></li> <li>- <b>An envelope containing relevant individual medical information is located in the social shed and will be updated regularly.</b></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> <li>- <b>MK and TB applying this approach during new member enquiries and meetings.</b></li> </ul>	<b>MK/TB</b>

<b>Item 3</b>	<b>Financial report</b>	
	<ul style="list-style-type: none"> <li>- A copy of the current financial report was distributed to Trustees at the meeting (<b>see Appendix A</b>). The financial position of the Romsey Men’s Shed remains healthy.</li> <li>- <b>AB</b> highlighted the annual cost of hiring the DPC for Wednesday meetings of £1160. It being important to note this in the context of the membership fee level.</li> <li>- A financial forecast for 2025 to be produced and distributed by the Treasurer</li> <li>- AB was thanked for his efforts.</li> </ul>	<b>AB</b>
<b>Item 4</b>	<b>Health and Safety Update</b>	
	<ul style="list-style-type: none"> <li>- PAT testing on all electrical appliances to be undertaken each 18 months (next due in March/April 2025).</li> <li>- 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.</li> <li>- A review of Health &amp; Safety for regular power tool users will be undertaken bi-annually.</li> </ul>	<b>AB</b> <b>AB</b>
<b>Item 5</b>	<b>Review of Policies and Forms</b>	
	<p><b>Policies:</b> All policies and forms currently in use were reviewed with the following resolutions:</p> <p>5.1 Safeguarding - <b>No changes needed or made.</b></p> <p>5.2 Equal Opportunities - <b>No changes needed or made.</b></p> <p>5.3 Data protection - <b>No changes needed or made.</b></p> <p>5.4 Health and Safety - <b>Some minor changes required. The final version to be sent to the Secretary for printing and sign off by the Chair.</b></p> <p>5.5 Social media - <b>No changes needed or made.</b></p> <p><b>Forms:</b></p> <p>5.6 Membership Form – <b>To be updated in line with H&amp;S policy alterations (final version to be sent to Secretary).</b></p> <p>5.7 Electrically powered tools SOP - <b>No changes needed or made.</b></p> <p>5.8 RMS equipment maintenance checks - <b>No changes needed or made.</b></p> <p>5.9 Portable appliance test register - <b>No changes needed or made.</b></p> <p>5.10 Project Request Form - <b>No changes needed or made.</b></p> <p>5.11 Risk Assessment Form - <b>No changes needed or made.</b></p> <p>5.12 RMS General Risk Assessment Form - <b>No changes needed or made.</b></p> <p>5.13 RMS Competence Record Form - <b>No changes needed or made.</b></p>	<b>PG &amp; AB</b>  <b>TB &amp; MK</b>

Item 6	<b>AGM planning</b>																									
	<p><b>Planning timetable for 2025 AGM</b>  <b>CP</b> outlined the timetable for AGM planning:</p> <ul style="list-style-type: none"> <li>- <b>22nd January or earlier</b> - Convene a Trustees meeting to formally approve the AGM papers, the TAR and the Accounts. <b><i>It was agreed that this meeting will take place on 15th January 2025.</i></b></li> <li>- <b>29th January - 28 days in advance</b> - Issue notice of AGM and papers. Papers to include: <ul style="list-style-type: none"> <li>• Notice of AGM</li> <li>• Agenda</li> <li>• Minutes of 2024 AGM</li> <li>• Trustees Annual Report for 2024</li> <li>• Summary of 2024 accounts</li> <li>• 2024 accounts</li> <li>• Resolutions – if any</li> </ul> </li> <li>- <b>5th February - 21 days in advance</b> - Deadline for Members to submit any resolutions or nominations for Trustee.</li> <li>- <b>14th February - 12 days in advance</b> - Deadline to issue any new resolution papers or new Trustee nominations.</li> <li>- <b>26th February</b> - Meeting.</li> </ul>																									
Item 7	<b>Trustee roles and intentions</b>																									
	<p>Trustee roles and intentions for the coming year were discussed. All Trustees expressed their willingness to continue in their roles. A summary of ongoing roles (both Trustee and non-Trustee) was discussed and agreed.</p> <p>It was agreed that <b>CP</b> should replace Don Snowsill as an account signatory in the new year.</p> <table border="1" data-bbox="240 983 1347 2069"> <thead> <tr> <th data-bbox="240 983 357 1016">Name</th> <th data-bbox="357 983 604 1016">Title (if any)</th> <th data-bbox="604 983 1347 1016">Summary of Role</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1016 357 1171">MK</td> <td data-bbox="357 1016 604 1171">Chair of Trustees</td> <td data-bbox="604 1016 1347 1171"> <ul style="list-style-type: none"> <li>• Chair Trustee meetings and AGM and weekly meetings</li> <li>• Strategy and fundraising</li> <li>• Website, publicity, public relations, The Shedule</li> <li>• Romsey School Liaison</li> </ul> </td> </tr> <tr> <td data-bbox="240 1171 357 1357">CP</td> <td data-bbox="357 1171 604 1357">Secretary</td> <td data-bbox="604 1171 1347 1357"> <ul style="list-style-type: none"> <li>• Agenda and minutes of Trustee meetings and AGM</li> <li>• Charity Commission liaison, compliance, and point of contact</li> <li>• Shed records</li> <li>• <b>Account signatory</b></li> </ul> </td> </tr> <tr> <td data-bbox="240 1357 357 1507">AB</td> <td data-bbox="357 1357 604 1507">Treasurer Health and Safety</td> <td data-bbox="604 1357 1347 1507"> <ul style="list-style-type: none"> <li>• Keep accounts / Reports / Oversee Financial health</li> <li>• Prepare annual accounts to Charity Commission</li> <li>• Account signatory</li> <li>• Project leader</li> </ul> </td> </tr> <tr> <td data-bbox="240 1507 357 1731">TB</td> <td data-bbox="357 1507 604 1731">Vice-chair Membership Secretary</td> <td data-bbox="604 1507 1347 1731"> <ul style="list-style-type: none"> <li>• Membership records</li> <li>• New member induction and ‘welfare’</li> <li>• Project assessment, records and updates</li> <li>• Account signatory</li> <li>• ‘Safe use’ demos</li> <li>• Project leader</li> </ul> </td> </tr> <tr> <td data-bbox="240 1731 357 1881">RB</td> <td data-bbox="357 1731 604 1881">Technology and Communications lead</td> <td data-bbox="604 1731 1347 1881"> <ul style="list-style-type: none"> <li>• Technology, mailing lists, WhatsApp, etc</li> <li>• Communications re repairs, craft sales etc</li> <li>• Project leader</li> <li>• Account signatory</li> </ul> </td> </tr> <tr> <td data-bbox="240 1881 357 1995">RR</td> <td data-bbox="357 1881 604 1995">Crafts lead</td> <td data-bbox="604 1881 1347 1995"> <ul style="list-style-type: none"> <li>• Project leader</li> <li>• Health and Safety policies</li> <li>• Craft sales coordination</li> </ul> </td> </tr> <tr> <td data-bbox="240 1995 357 2069">PG</td> <td data-bbox="357 1995 604 2069">Health and safety Lead</td> <td data-bbox="604 1995 1347 2069"> <ul style="list-style-type: none"> <li>• Risk assessment – workshop, power tools, projects, compliance etc</li> </ul> </td> </tr> </tbody> </table>	Name	Title (if any)	Summary of Role	MK	Chair of Trustees	<ul style="list-style-type: none"> <li>• Chair Trustee meetings and AGM and weekly meetings</li> <li>• Strategy and fundraising</li> <li>• Website, publicity, public relations, The Shedule</li> <li>• Romsey School Liaison</li> </ul>	CP	Secretary	<ul style="list-style-type: none"> <li>• Agenda and minutes of Trustee meetings and AGM</li> <li>• Charity Commission liaison, compliance, and point of contact</li> <li>• Shed records</li> <li>• <b>Account signatory</b></li> </ul>	AB	Treasurer Health and Safety	<ul style="list-style-type: none"> <li>• Keep accounts / Reports / Oversee Financial health</li> <li>• Prepare annual accounts to Charity Commission</li> <li>• Account signatory</li> <li>• Project leader</li> </ul>	TB	Vice-chair Membership Secretary	<ul style="list-style-type: none"> <li>• Membership records</li> <li>• New member induction and ‘welfare’</li> <li>• Project assessment, records and updates</li> <li>• Account signatory</li> <li>• ‘Safe use’ demos</li> <li>• Project leader</li> </ul>	RB	Technology and Communications lead	<ul style="list-style-type: none"> <li>• Technology, mailing lists, WhatsApp, etc</li> <li>• Communications re repairs, craft sales etc</li> <li>• Project leader</li> <li>• Account signatory</li> </ul>	RR	Crafts lead	<ul style="list-style-type: none"> <li>• Project leader</li> <li>• Health and Safety policies</li> <li>• Craft sales coordination</li> </ul>	PG	Health and safety Lead	<ul style="list-style-type: none"> <li>• Risk assessment – workshop, power tools, projects, compliance etc</li> </ul>	<b>AB</b>
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	<b>Other Roles</b>	<b>Non-Trustee</b>	<b>Summary of Role</b>
	Social activities	Various	<ul style="list-style-type: none"> <li>• Invite/suggest social activities</li> <li>• Coordinate activities and support organisers</li> </ul>
	Social media	Brian Page	<ul style="list-style-type: none"> <li>• Maintain and update Facebook page up to date</li> </ul>
	Repair Shed	Bob	<ul style="list-style-type: none"> <li>• Repairs allocation and administration</li> </ul>
<b>Item 8</b>	<b>Member ideas for Shed improvements</b>		
	<p><b>MK</b> distributed a list of “HOT TOPICS” – that had emerged from Table Discussions and feedback at a recent DPC meeting.</p> <p><b>Future RMS Improvements</b></p> <ul style="list-style-type: none"> <li>• <i>Replace wooden shed, designated space for lathe</i></li> <li>• <i>Mini shed for garden tools</i></li> <li>• <i>Decorate and update social shed (roof, decorate, cupboards/storage)</i></li> <li>• <i>Weatherproof the wood store</i></li> </ul> <p><b>Ideas for future Wednesday Meetings</b></p> <ul style="list-style-type: none"> <li>• <i>Visits - Portsmouth, Marchwood, Soton history tour, Twyford waterworks, submarine museum. Ensure accessible visits</i></li> <li>• <i>Guest editors for Wed mtgs</i></li> <li>• <i>Talks - member mini talks, finance, men’s health, forensics, CAB</i></li> </ul> <p><b>Anything Else?</b></p> <ul style="list-style-type: none"> <li>• <i>Shed generally working well</i></li> <li>• <i>Wear name badges on all activities</i></li> <li>• <i>Short walk option on Walk and Talks</i></li> <li>• <i>Cookery course</i></li> </ul> <p>Members ideas were discussed, with a number of the ideas agreed for action:</p> <ul style="list-style-type: none"> <li>- Replacing the wooden shed was seen as a medium-term ambition, given that the likely cost would be £3000 or more. Therefore, repairs to the existing shed, reorganisation of the interior and improved lighting over the wood lathe will be carried out in the short-term.</li> <li>- Built-in cupboards were also agreed for the social shed (wall to wall at the opposite end of the social shed from the sink area) in addition to redecoration once the roof is confirmed as having been fixed.</li> <li>- The ideas for Wednesday meetings were welcomed and agreed and will be pursued.</li> </ul>		
<b>Item 9</b>	<b>Christmas meal subsidy – discussion and agreement</b>		
	<p>It was agreed that the Christmas meal will be held at the British Legion (upstairs area). The bar upstairs will also be open.</p> <p>A subsidy of £5 per member towards the cost of the meal, plus a 10% tip will come from RMS funds. The cost to members will be £14, £18 or £22 depending on number of courses selected. Full details to be sent to members in due course.</p>		
<b>Item 10</b>	<b>Date of next meeting</b>		
	<b>Wednesday 15<sup>th</sup> January at 1pm – The Old House at Home</b>		
<b>Item 11</b>	<b>AOB</b>		
	There were no AOB items		
	<b>The meeting closed at 2.40 pm</b>		

**Appendix A.**

<b>Romsey Men's Shed - Accounts for 2024</b>				
	Position at	12/11/2024		
	Unrestricted funds	Restricted funds	Total	
<b>RECEIPTS</b>				<b>2024</b>
Restricted grants		£ -	£ -	<b>Income/cost</b>
Membership subscriptions and contributions	£ 1,910.00		£ 1,910.00	<b>£1,910.00</b>
Donations, Easy Fundraising	£ 333.62		£ 333.62	<b>£333.62</b>
Donations for Repair Shed activity	£ 1,456.20		£ 1,456.20	<b>£1,156.88</b>
Receipts from Craft sale activity	£ 478.70		£ 478.70	<b>£417.75</b>
Receipts from Trips & Visits	£ 698.00		£ 698.00	<b>£240.00</b>
Receipts from (talks, gifts, prizes)	£ -		£ -	<b>-£443.36</b>
Receipts from community projects	£ 1,631.31		£ 1,631.31	<b>£907.41</b>
Receipts from sale of clothing to Members	£ 373.00		£ 373.00	<b>£19.08</b>
Payment by Members for Christmas meal	£ 201.00		£ 201.00	<b>£201.00</b>
<b>TOTAL RECEIPTS (A)</b>	<b>£ 7,081.83</b>	<b>£ -</b>	<b>£ 7,081.83</b>	
<b>PAYMENTS</b>				
Grant expenditure				<b>2024 Forecast</b>
Shed running costs (Ins, sundries, supplies)	£ 2,844.49		£ 2,844.49	£2,600.00
Major item Purchases (Wood store & Tools)	£ 1,485.92		£ 1,485.92	£1,500.00
Costs of Repair Shed activity	£ 299.32		£ 299.32	£250.00
Costs of Craft sale activity	£ 60.95		£ 60.95	£100.00
Cost of Trips & Visits	£ 458.00		£ 458.00	Zero
Costs of (talks, gifts, prizes)	£ 443.36		£ 443.36	£1,000.00
Costs of community projects	£ 723.90		£ 723.90	£500.00
Costs of clothing for sale to Members	£ 353.92		£ 353.92	£400.00
Costs of Christmas meal inc subsidy	£ -		£ -	£900.00
<b>TOTAL PAYMENTS (B)</b>	<b>£ 6,669.86</b>	<b>£ -</b>	<b>£ 6,669.86</b>	
<b>BALANCE FOR YEAR (A-B)</b>	<b>£ 411.97</b>	<b>£ -</b>	<b>£ 411.97</b>	
<b>BALANCE B/F FROM 2023(C)</b>	<b>£ 6,189.56</b>		<b>£ 6,189.56</b>	
<b>CURRENT BALANCE (A-B+C)</b>	<b>£ 6,601.53</b>	<b>£ -</b>	<b>£ 6,601.53</b>	
<b>CURRENT ASSETS</b>				
Bank	£ 6,633.09	£ -	£ 6,633.09	
Cash	£ 63.69		£ 63.69	
<b>TOTAL CURRENT ASSETS</b>	<b>£ 6,696.78</b>	<b>£ -</b>	<b>£ 6,696.78</b>	
<b>CURRENT LIABILITIES</b>	£ -	£ -	£ -	
£2000 reserve fund included				