

ROMSEY MEN'S SHED	TRUSTEE MEETING	
Date	17 th January 2024	
Time	1pm	
Place	The Old House at Home	
Present	Colin Peak CP Don Snowsill DS Malcolm Kaill MK Richard Rose RR Paul Grist PG	Trevor Bond TB Tony Blackmoor AB
Apologies	Ron Bowater RB	

		Action
	MK opened the meeting by welcoming CP in his new role as Secretary and thanking DS for his significant contributions in his previous role as secretary.	
1	Minutes of last meeting 29th November 2023	
1.1	The minutes were agreed to be an accurate record of the meeting.	
2	Actions from last meeting	
5.2	Safeguarding Policy amendment. CP made proposed amendments which were agreed by all Trustees. To be dealt with under agenda item 6	
5.3	Consideration and development of a Use of Social Media policy. RB and TB agreed to produce a draft policy for discussion. To be dealt with under agenda item 5	
7.3	Transition of Secretary role – Proceeding smoothly.	
9.1	<p>Honorary Membership creation – investigating the insurance position. RB sent in a written update prior to the meeting:</p> <p><i>He contacted our insurance broker (John Mitchell) who advised that there is no specific mention of the scenarios that were discussed in the previous meeting. However, our broker gave his expert advice:</i></p> <ol style="list-style-type: none"> 1. A Member working anywhere (in the shed, on site and at home) on shed projects – INSURED. 2. A Non-member working on a shed project on site – INSURED. 3. A Non-member working on an individual project anywhere - NOT INSURED. 4. A Non-members working on a shed project off site or at home - NOT INSURED. <p><i>His view is that the last scenario (that one that interests us most) *could be covered by an Honorary membership. However, he suggested that that is actually required is a 'note to file' saying that person X is working on project Y as requested by shed Trustees A and B (all to sign). The work should also be covered by the usual risk assessment. There is therefore no actual need for an Honorary membership for the above situation.</i></p> <p>Additional note: On the subject of insurance, there have been several changes our insurance broker and also the companies providing cover so a complete review of our policy will be required when it comes up for renewal in the next month or so.</p> <p>After a discussion about information that had been sent in by RB, it was agreed that when a non-member was to become involved in a Men's Shed project or activity, a record should be kept of two trustees asking the non-member to be involved on each occasion when this occurred. This "note" should be kept with related project information by the project coordinator.</p>	TB

3	Agreement of 2023 accounts summary and agreement and signing of accounts for Charities Commission	
3.1	The summary of accounts for 2023 was presented by AB , with particular mention of the recent award to the Men's Shed of £1000 by Waitrose and Partners.	
3.2	The summary of accounts for 2023 was accepted and agreed, with the efforts of AB being much appreciated by all.	
3.3	The Charity Commission accounts (transcribed by DS from the summary of accounts into a Charity Commission accounts format) were agreed by all to be accurate. These were signed by the Chair and Secretary.	
4	Review and agreement of arrangements and papers for AGM (including signing of TAR)	
4.1	The planning timetable for the AGM (previously prepared by DS) was agreed. CP will distribute announcements and papers for the AGM in line with the timetable.	CP
4.2	The relevant papers to be presented at the AGM were agreed. The Chairman's report will be given at the AGM in presentation format.	
4.3	The TAR was agreed and signed.	
4.4	Given that the Chair is required to retire during the AGM, it was agreed that RB should be asked to act as Chair for the re-election of Trustees during the AGM.	MK RB
5	Social Media policy	
5.1	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.	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.	TB CP
6	Signing of Safeguarding policy	
6.1	The updated Safeguarding Policy was agreed and signed by the Chair.	
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
7	Charity Commission recent requirement for a second Trustee with Administrator rights. To be discussed and nominated person agreed.	
7.1	DS explained the background to this item, with the Charity Commission recently requiring that two, rather than one, person should be enabled to have administrator rights on the Charity Commission Men's Shed portal. Currently DS and recently CP have administrator rights (CP acquiring these rights in order to gain an effective handover of the secretary role). MK agreed to become the second nominated person once DS stops having administrator rights. This will be actioned after the AGM.	CP MK
8	Signatures for the bank account.	
8.1	DS explained the background. There are currently four signatories for the Men's Shed bank account. He queried whether it was appropriate for him to remain as one of the signatories. After a discussion, it was agreed that he should, if willing, remain as a signatory. Therefore, it was agreed that there is no necessity to make any changes currently.	
9	RMS clothing control – a new volunteer needed.	
9.1	Phil Cork has asked for someone else to take on this role. After a discussion it was agreed that James Kay (who has expressed an interest), should be invited to undertake this role, supported by AB .	AB
9.2	In discussion, it emerged that the existing clothing stock is rather large. It was agreed that to attempt to reduce the stock, a discount for new members should be introduced as an incentive to purchase either a T-shirt or sweatshirt. It was also agreed that any additional stock purchases (e.g. the zip front garments proposed by Phil Cork at a recent Men's shed meeting), should only be made when a definite order has been made by a member.	AB

10	“Hot Topics” discussion	
10.1	<p>MK summarised the subjects that were the focus of the “Hot Topics” discussions last year at a Men’s Shed meeting prior to the AGM. These were:</p> <ul style="list-style-type: none"> • Membership number limit. • Feedback on shed management. • DPC as a meeting venue (largely a cost focus). <p>MK proposed undertaking a similar round table exercise this year. During a brief discussion, it was agreed that during round table feedback, each table should be asked to give feedback on one item only to avoid others feeling that their discussions had less value.</p> <p>The topics agreed as the focus for this year (30 minutes including feedback) are:</p> <ul style="list-style-type: none"> • Are we content with DPC as a venue? (A focus on acoustics and other improvements that might be possible.) • Shed improvement ideas (focusing on using the Waitrose and Partners £1000 award). • Outings (ideas and suggestions). • Feedback on shed management. • Workshops in the shed to impart knowledge and skills. 	
11	AOB	
11.1	<p>Financial forecast for 2024.</p> <p>This was tabled by AB. It was explained that this is a forecast only, and not a prediction. Its purpose is to provide evidence that we will be able to balance our books this year. It forms the basis from which accurate updates can be presented as the year progresses.</p> <p>The forecast was received, discussed and welcomed.</p>	
12	<p>Date of next meeting</p> <p>17th April – 1pm at the Old House at Home</p>	
	The meeting closed at 2.35pm	