

## Poringland & District Men's Shed

### Minutes

29<sup>th</sup> July 2017 10:30 @ The Dove PH Poringland

Attendees HG, JM, RB, SD, LB, MB Apologies TR

Previous minutes agreed

### **New Business**

HG outlined the events leading up to leaving The Forge and our move to The Barn

### **Gift Aid**

SD confirmed we were now registered for Gift Aid & circulated "multiple donation" forms to those present. All taxpaying members should be encouraged to complete one of these & pass to RB. We can then boost our donations by 25%. Donations from the General Public can also qualify but the "single donation" form should be used. SD is also investigating the benefits of myDonate and EasyFunding sites. He will report back.

SD

### **Flyers & Business Cards**

It was agreed we should update these & include a telephone contact. SD will investigate.

SD

### **Finance**

RB talked us through the accounts. We have a balance c£3,000. We have begun to use unallocated funds to build up a Purchase Fund for the future. A discussion on insurance concluded we should not increase our cover. We should however ensure visitors are aware of basic H&S when signing in. RB will action a statement for the visitors book.

RB

### **Layout of Barn**

LB circulated his proposed drawings. There was a discussion over the position of benches but it was agreed a good plan in principle.

### **Outstanding Works**

Arminghall Village Hall: We have a long standing commitment to paint the exterior of the hall and the PC has now got funding to buy the paint. HG will organise a working party.

HG

Brooke Village mere and sign. HG will check with Roma Beardsell

Next meeting September (date TBC)