

# Poringland & District Men's Shed

Minutes

Date 22<sup>nd</sup> June 2016

Time 19:00hrs @ The Royal Oak Poringland

Attendees HG MB RB SD TR LB & Matt Sims (NMS)

March minutes agreed

## Matters arising

Publicity: It was agreed to spend funds on a Pull Up banner, 1000 doubled sided letter size flyers and business cards. Wording & layout TBC. Action  
HG/SD

Eco-Toilet: HG meeting with SNDC Friday 24<sup>th</sup> to finalise detail HG

Social: A date of Wednesday 7<sup>th</sup> September has been set for the Albion sailing trip. HG will email all members to gauge interest. HG

Valuation of Forge: HG will obtain a valuation from a surveyor who offers pro-bona advice to non profit/charitable organisations. It was agreed that we need to work towards CIO status and it was noted that this would benefit us financially through tax relief on donations. HG

## New Business

Our insurance is due for renewal and has increased by 9%. Matt explained we can secure a discount via UK MSA. RB to investigate. RB

The refurbishment is nearing completion and the last elements such as an additional heater, sink & benching & associated plumbing were discussed. Matt agreed to help with plumbing. Les stressed that we are at a critical point as we near completion.

Village Hall shelving: Some work is still outstanding. HG will make contact and agree a date to move the last of the shelves. HG

Responsible Person (RP) & Keys: The role and importance for an RP was discussed and some immediate H & S requirements were agreed:-

No Lone Working

Goggles to be worn when machinery is in operation.

**Supply more visors & goggles**

**Communicate these basic but essential messages to members**

**HG**

**Display appropriate safety signage to reinforce message.**

**RB**

**Compile a "Rules of Membership" pack detailing basic but essential information: Shedders must sign and return to become members & have access to The Shed. TR will supply a NMS specimen copy.**

**TR**

**Reinstate an Induction process to include all of the above.**

**These measures should assist the RP to create a safer working environment.**

**SD asked that we obtain, wherever possible, email contacts to facilitate communication with members.**

**TR outlined a project that NMS are currently involved with. He asked if PDMS could assist with making some planters and refurbishing one or two benches. Some concern was raised about undertaking a project before completion of the Forge refurbishment but it was agreed that we would help as much as possible.**

**TR reminded everyone that a local resident is still waiting for us to clear her shed of tools etc. This led on to a discussion about the need to consolidate the tools and equipment we have and disposing of surplus/redundant items to make space for what we actually can use. LB suggested asking a member to take this job on.**

**LB put forward the suggestion of co-opting another member to the committee.**

**The matter of what to use the generous donation from the Buena Vista Social Club was discussed. It was agreed it should be spent on a tangible asset and a stand alone Hot water (tea) boiler seemed the best use of this funding.**