

Poringland & District Men's Shed - Trustees Meeting Minutes

4th January 2018 @ The Royal Oak Poringland

Attendees: HG, JM, RB, SD, LB, MB, TR, and Peter Webb (PDMS member)

Previous minutes agreed

New Business

HG confirmed we have no outstanding matters regarding The Forge.

Health & Safety

Membership is growing and it is imperative that we capture new members details and ensure they are competent to use machines and tools and record the information on the forms we have. If not actioned we are exposed in the event of accidents. It was agreed the font size should be larger on the Membership Form. SD to action. **SD**

There was a discussion on who can sign off competency forms and the provision of a secure cupboard for the completed documentation. With regard to safety glasses it was suggested that members should provide and use their own. HG suggested we call a General Meeting to communicate all this to the members. **This will be on Saturday 20th January 2018.**

New flyers, business cards, and banner have been purchased. An example was circulated.

Finance

RB confirmed our balance was c£3,000. The session donations were covering our occupancy costs and other donations will go to the new shed building fund. In order to maximise our building fund we should limit further expenditure on the barn to the bare essentials. SD reminded trustees that we now have 3 new revenue streams. MyDonate for donations via website. Give as you Live- an online shopping platform that provides a percentage of spend into a donation and Gift Aid which gives us a 25% tax benefit on appropriate donations. If used by all members we can increase our revenue substantially. **ALL**

Men Shed Association

After some discussion it was agreed we should join the MSA. (This has been actioned) **SD**

Refit of Barn

LB circulated details of the substantial progress to date. Outstanding items such as WC, extract fan, plumbing, water collection point, beverage area floor, wheel for barn door, redundant wood, retention of marquee, possible annexe were discussed. A qualified electrician is needed to give some specific advice and sign off our work.

New Shed Project

Whole site planning permission should be agreed in the coming months. Norfolk Homes have kindly agreed to lay a concrete slab. The build will be a prefabricated construction.

Outstanding Projects

Brooke Village mere - sign and posts. HG will follow up at Parish Council meeting. **HG**
Arminghall Village Sign – possible refurbishment
Poringland telephone box – refurbishment

Welding Course at Norwich Men's Shed – TR circulated details