

PDMS –Trustees Meeting Minutes

10:45am Tuesday 3rd March 2020 @ The Dove

Present: HG, JM, RB, SD, LB, TR, PW

Apologies: PS

Absent: MB

H & S

ACTION

HG opened the meeting and following an incident at a Norfolk shed read out a response statement that has been distributed to all sheds in the county. (Attached)

It was agreed that if a member is not following H & S procedures we need to be firm to protect the Shed and trustees. An Incident Book will be made available and if members disregard H & S procedures the RP will action and record a verbal or a written warning. In the event of a third misdemeanour the member will be suspended from using dangerous machinery.

We have a grant application which should provide sufficient funds for each individual member to have their own PPE. JM is constructing a storage unit for these items.

JM

We agreed that all dangerous machines should be clearly labelled with the mandatory PPE to be worn before using the machine.

TR circulated an overview document H & S made simple published by the HSE

www.hse.gov.uk/simple-health-safety/index

Current Projects

We have 9 community projects which we have agreed to carry out. HG gave a brief summary of each one.

Bird Boxes – we have a deadline of 27th March. JM has queried the number of Owl Boxes.

Village Sign – in progress and the PC would like to show the sign to their residents at the upcoming AGM – 16th March. (Note: this won't be the finished article!). TR agreed to try and source some sample size barn paints for this project – hopefully at no cost.

TR

Crazy Golf Sets – work in progress. RB outlined an issue over payment but that should be resolved.

Brooke Parish Notice Board – PS is dealing with this.

PS

Porringland Telephone Box – This is a listed building. The PC is gaining the required consents. We have the paint “kit” to do the refurb. HG suggested a working party to clear the immediate surrounds before work starts on it.

Poringland Santa Sleigh – on hold whilst the PC decides on dimensions etc.

Brooke Play Park – request for a plain board and post. HG has organised a signwriter.

Helen Sibley/SNC – Coloured trail posts for a project in Cotessey – awaiting information on size/height/colours etc

SNC/Broadland – Crescent Moons for a Staff Award event – Jeff Hall is making Jeff Hall

TV Film

HG explained we have been approached by a TV production company. He cautioned that quite often nothing materialises.

First Aid Training

HG is liaising with Ditchingham Men's Shed who have suitable premises . Date TBA HG

Advert at Community Cinema

JM has arranged for us to have a free advert displayed at the Poringland Community Cinema monthly screenings. The advert is an invitation to attract new members.

Corona virus

It was acknowledged we need to be aware of taking extra precautions to reduce the risk of Corona virus at the shed. We may have to install a temporary hand wash station and in the worst case scenario consider temporary closure.

Framingham High School

HG and JM are meeting with the Head-teacher to look at the possibility of an intergenerational project with the school. HG emphasised the benefits to us as a shed. HG/JM

New Shed Project

We have assurances that the Community Land Project will go ahead but there have been delays. HG is open minded to other options that may present themselves. We shall need to form a working party to firm up the size and design of the build.

New Trustee

Peter Webb was unanimously appointed a trustee.

Finance

RB circulated the PDMS Interim Report up to 31st December 2019 HG thanked Roy for his important work as our Treasurer.

Facebook

SD has set up a Facebook account and we are visible on two closed groups – Norfolk Sheds Network and UK Men's Sheds. SD will monitor. SD

Norfolk Sheds Network Training Questionnaire

SD had circulated this before the meeting. It was discussed and we completed accordingly. SD has now sent our response back to Jonny Wood (Norfolk Shed Network Co-ordinator) SD

Meeting closed at 12:30

