

# PDMS - Trustees Meeting Minutes

11:00 am Monday 25th May 2020 via Zoom Conference Video

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

## Grant Awards

**ACTION**

HG opened the meeting with the news that we have recently been awarded two grants:-

1. £1,775 from the Norfolk Community Foundation "Handelsbaken Mental Health & Wellbeing Fund. This will provide funds for tools, PPE & when permitted a social trip and Big Breakfast.
2. £10,000 from the government via SNC Covid-19 business rates grant.

RB confirmed both were now in our bank account and he would be creating a No2 account specifically for our New Shed project.

**RB**

## New Shed Project

HG outlined the progress with the new shed project. The community land scheme has faltered but we have learnt that the Bowls Club site is available and the Parish Council are in principle happy for us to have a shed there. The first hurdle to overcome is that the Memorial Playing Fields (on which the bowls club sits) is held in trust by The Fields in Trust and the PC needs to gain their permission for us to build a shed on the site. This has been progressed (HG circulated a memo post meeting) and we await a decision. HG asked for a vote to progress this and the trustees were unanimous in agreement.

**HG**

## Finance

RB had circulated the accounts prior to the meeting and confirmed we were in a very healthy financial position. He emphasised however that whilst the shed is closed we have very little income - just the shopping platforms and Virgin Money donations. We will have a utility bill soon and our insurance payment has been deferred 3 months courtesy of Zurich Insurance.

## Social Media

SD had circulated a report prior to the meeting on our social media activity since the onset of Covid-19. Our members are welcome to join the UKMSA Facebook group and are encouraged to join our own WhatsApp group.

## Re-opening of the shed

HG opened the discussion acknowledging that we won't be able to reopen until July at the earliest but we can begin to plan what needs to be in place before then. One priority is to have a Risk Assessment in place to work from. TR has already been investigating this and agreed to create a working document. Also it was agreed we need to have a water supplying place. JM agreed to investigate what needs to be done to bring a supply to the shed. TR agreed to assist.

**TR**

**JM/TR**

Other points to consider will be providing alcohol based hand sanitiser (HG has procured a gallon) in soap dispensers, members to wear face coverings (homemade would suffice), investigate a one-way system, hazard tape on floor for social distancing, staggered attendance times, additional opening days, signage (TR cited a good example at Poringland Lakes), purchase of a non-contact thermometer, members to bring own mugs/flasks. And be guided by any government advice. PS suggested a survey to seek members views and attitudes towards returning to the shed. He agreed to draft a document and circulate for approval.

PS

Once we do return HG reminded us that we have a number of Community Projects to complete.

### **Members List**

SD highlighted the members which have no email address and therefore do not receive regular communication . Two names were considered dormant and will be removed SD will action.

SD

### **Next meeting**

Monday 8th June via Zoom Conference Video.

SD will send a link in advance ( actioned 25th May)

SD