

PDMS - Trustees Meeting Minutes

11:00 am Monday 8th June 2020 via Zoom Conference Video

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

Finance

ACTION

HG reported that our latest accounts have been reviewed by Sarah Carr (Senior Financial Advisor NCC) and found to be complete and accurate. RB was thanked for his work.

Covid-19 Shed Risk Assessment

TR led us through the Risk Assessment he has worked up. He stressed this was a living document and was to be used every time we open the shed and keep a record. He had researched the use of soaps/gels and confirmed that cold water and gel soap is equally good as hot water and bar soap. The RP would be responsible for signing off the document. It was acknowledged that most members concerns are around their vulnerability. HG asked if we were in agreement with the RA and there was a unanimous show of hands.

There should be a chain across the shed entrance with appropriate STOP! and PPE signage attached (JM showed some examples he has prepared) alongside hand washing and face covering reminders.

A stainless steel sink and drainer will be required - PS will enquire with a kitchen fitter neighbour and JM will check with scrapyards. Hand gel sanitisers will be required and it was agreed PS will purchase a "hands free" dispenser used on cruise ships. It was agreed to explore creating a tilt covering using a lorry trailer cover. HG will investigate and JM will ask John Cooper if he has any contacts in the haulage business who could help. It was agreed that PS should purchase a non-contact forehead thermometer and attendees will be checked before they enter the shed.

PS/JM

PS

HG
JM

PS

Money handling & donations

RB explained he won't be attending the shed as often as before so he will hand over the cash box leaving a float for any cash purchases that need to be made. A discussion around receiving of cash v standing orders for members donations concluded with a decision to leave current arrangements in place but no change to be given - the cash box will be placed at the entrance to avoid congestion in the small rest area. It was noted although we will no longer provide refreshments (members will have to bring their own flasks)

- we shall have additional costs with PPE & hygiene maintenance. Virgin Money is to be encouraged for those that wish to make regular donations and SD will provide a step by step guide to assist signing up for this.

SD

RP Meeting

It was acknowledged we need to convey this new way of working to the RPs - checking that they are still happy to carry out this role. JM agreed to update the shed opening checklist document.

JM

Communication to members.

An email will need to be sent out before we reopen to communicate the new way of working in advance.