

PDMS - Trustees Meeting Minutes

10:00 am Wednesday 17th August 2022
at The SugarBeat

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

Apologies: GC

HG reviewed the Task List agreed at the last meeting, highlighted the outstanding items and agreed actions.

- External Camera /Lighting JM/PW
- External Door catches /latches JM
- Overgrown brambles David G
- Garden Beds/Composter/Nursery HG
- Construction of social area in vicinity of tree HG
- Sketch out a proposed plan of social area LB
- Connection of water harvester JM
- Provide waste recycling bins - separate metal
- Seek permission to use school recycling containers PS
- Fit out access 4 all toilet PS/TR
- "Refresh" Office/reception area
- Solar Panel installation - waiting delivery PS
- WiFi mast - expected endAug/earlySept PS
- Panel Graphics signage PS
- Recognition of JM as "Workshop Manager" ALL
- Call Bell installation - WiFi or hardwired PW
- Mobile Phone Voicemail messages to be checked, written down & escalated appropriately by the responsible person on every "shed day"
- Provide written guide for retrieving voicemail messages SD
- Install power sockets for phone (and other electrical equipment) PW
- Secure/replace chainlink fencing TR
- Repair Garden Shed TR
- Seek landlords permission for metal workshop container. HG
- Tools Grant List agreed....HG to apply HG
- Remove/rehome redundant equipment PS/JM/LB
- Review outside storage needs
- Cost raised garden beds HG
- Investigate BBQ/Firepit area HG
- Stacking chairs decision to be deferred

- Draw up & circulate Workshop Rules proposal HG
- Engage an expert to conduct a series of “train the trainer” sessions for dangerous machinery. HG
- Display relevant H&S signage throughout workshop SD/JM
- Draw up and circulate an invitation list for our official opening on 7th October HG

SD circulated the new publicity material, distributed new name badges (members and visitor badges will be available at the shed) and gave an update on the dispute with Barclays Bank

A unanimous Vote Of Thanks was given to Tim Mayhew & Graham Buck who had produced the Corgi and Crown commission for Broadland Council. HG remarked how delighted the council representative had been with the finished article.

It was agreed in principle that we would host the Norfolk Shed Fest in Spring 2023

PS circulated the latest financial statement. The overview is attached.

Financial report to Trustees on Wednesday 17th August

Data as of 4th August 2022

We entered 2022 with a total of £116,334 in all our bank accounts and since then have spent £114,552 on our new building and associated projects such as the bowls shack refurbishment and the usual miscellaneous expenditure. Our income so far this year has been £16,469 (including a grant of £6,000 from SNC) giving us a current bank balance of £18,251 in all our bank accounts.

Outstanding payment commitments (primarily Solar panels at £6000) total £8,152

Anticipated future income includes

• Members donations	£1,000.00
• Gift Aid	£340.00
Total	£1,340

Anticipated future expenditure

• Toilet floor levelling and wall cladding	£900.00
• Insurance for new Shed	£800.00
• 6 months electricity	£1,000.00
• new saw bench	£1,400.00
• new vacuum	£80.00
Total	£4,180.00

This leaves us with a balance for contingencies of £7,259.30

Peter Stuart

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