

PDMS - Trustees Meeting Minutes

09:30 am Friday 4th November 2022
@ The Sugar Beat

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

Finance

ACTION

It was agreed to set aside a Reserve Fund for “unforeseen circumstances “

PS

Future purchases must be agreed.

ALL

Immediate Purchasing Agreements

There was a discussion around the possible purchase of roller shutter(s), container, water heater, toilet heater. PS agreed to circulate our current financial position and a decision on what items we would purchase would be agreed by email .

ALL

Project Costs/Donations/Gift Aid

It was felt that donations should cover minor costs involved with community projects but specific materials should be charged (with prior agreement) to the owner. All donors should, where possible, be encouraged to complete a Gift Aid form . This increases the donation by 25%. (Example form attached)

ALL

Machine Training

It was agreed to use the services of Chris Morton to conduct a “Train the Trainer” session for up to six members. They would cascade the training to all members wishing to use machinery. It was suggested each machine should have a list of trained members attached to indicate who was permitted to use it. It was felt that the services of a H & S consultant was not required at this time.

First Aid Training

HG will follow this up with the Red Cross

HG

Outstanding Projects for New Shed

See attached updated Task List

Outstanding Community Projects.

The current projects (Mushroom and Sign for Wildlife Group) are progressing.

Membership/Publicity/Website

SD gave an update. In summary website hits are the highest ever helped by new Facebook profile and posters in situ at local premises. Membership stands at 31. Just 2 returning members to complete a bank standing order.

Social Trip

A trip to Lowestoft boat builders will be arranged subject to funding

Xmas

It was agreed to operate normal opening hours over the festive period with an informal coffee and mince pies gathering at the shed on Xmas Eve .

Women's Shed

HG confirmed that there was a nucleus of women keen to start up their own group. They would become members, pay subs to cover costs of using the workshop but would seek their own funding and have their own bank account.

AOB

It was unanimously agreed NMS could borrow our PAT testing equipment to conduct their annual testing programme.

Meeting closed at 12:00

HG reviewed the Task List agreed at the last meeting.

The outstanding items are highlighted in RED

- | | |
|---|----|
| • External Camera /Lighting | PW |
| • External Door catches /latches | JM |
| • Overgrown brambles | |
| • 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 | |
| • Provide waste recycling bins - separate metal | |
| • Seek permission to use school recycling containers | |
| • Fit out access 4 all toilet | |
| • “Refresh” Office/reception area | |
| • Solar Panel installation - waiting delivery | PS |
| • WiFi mast - expected endAug/earlySept | PS |
| • Panel Graphics signage | |
| • Recognition of JM as “Workshop Manager” | |
| • 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 | |
| • Install power sockets for phone (and other electrical equipment) | |
| • Secure/replace chainlink fencing | TR |
| • Repair Garden Shed | TR |
| • Seek landlords permission for metal workshop container. | |
| • Tools Grant List agreed....HG to apply DECLINED! | HG |
| • Remove/rehome redundant equipment | |
| • Review outside storage needs-move gdn eqpt outside | |
| • 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.
- Display relevant H&S signage throughout workshop
- Draw up and circulate an invitation list for our official opening on 7th October

It was agreed in principle that we would host the Norfolk Shed Fest in Spring 2022

Charity Gift Aid Declaration – single donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ to:

Name of Charity _____

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.