

Moseley and Kings Heath Shed

'Public' Minutes of Board of Trustees meeting, 7th december 2018

9.30 am at Quaker Meeting House

Written by LS

Present - Les Stokes (LS), Carol Belcher (CB), Sandra Mcnally (SM), Martin Mullaney (MM), Paul Brown (PB), Saeed Ghinai (SG), Dave Nicholls(DN), Steff Williams (SW), Richard Branch (RB) -T4A

		Actions
1	Apologies from Michael Belcher (MB)	
2	Co-opting SM as Trustee. Agreed	
3.1	Minutes of previous meeting on 12 November - approved unanimously Agreed that future trustee meetings to be in two sections - section 1 open to all members sess and a second section for Trustees only where sensitive matters are discussed (eg finance and personal issues). Agreed last set of minutes to be published apart from sections 4 and 8. SW to post up minutes in the Shed. Future agendas to also be posted in the Shed.	SW
3.2	<p>matters arising</p> <p>Agreed DN to contact his friend re plumbing in the water heater along with 2 "high rise" taps. DN to get quote and pass to MM for delegated approval. If the installation involves a drain through the wall to the "plant sales" area then DN to ask for alternative quote for purchase and installation of ascot water heater instead.</p> <p>MM to get 3 quotes for first aid training (similar to previous course) for up to 16 people. This may include 2 from T4A and Kevin (the machinery trainer as well). To include training on defibrillator if possible. Kevin expressed interest in becoming member - he has skills that we lack and Trustees want to encourage him - Rob Treadwell to approach?</p> <p>PB feels the extractor unit for the sanders is not quite adequate and he will get prices for better equipment. Restricted funds are available for this.</p> <p>SW and LS visited Davis timber. Helpful visit. They offered to prepare a pallet of timber after new year.</p> <p>Passwords to be left in safe. CB to contact PT after new safe installed. CCTV discuss next meeting</p>	<p>DN</p> <p>MM RB Rob T?</p> <p>PB</p> <p>LS</p> <p>CB MM</p>

4.1	<p>Policy updates GDPR policy + New constitution is on the website, and constitution has been lodged with Charity Commission. MM to source suitable note on GDPR to be posted in Shed.</p>	MM
5	<p>Any other Public business MM to pull together a wish list of "jobs" for charity funding for next meeting. all trustees to contribute. Discussion of networking with local groups LS to contact Veolia to re-arrange their taster session for second half of Jan.</p> <p>Agreed that have a change sub-group first monday of every month inviting Supervisors and trustees. Trustees Agreed to have a watching brief at future trustee meetings - especially noting any H+S issues.</p> <p>December mtg minutes had been circulated. Issues of note and agreed by trustees Clamps on central bench(H+S), get the water heater sorted and ask Council for permission to install sink in toilet (H+S) Rules about table saw use in garage. LS to circulate note. Rules about leaving ceiling extractor unit on 2 timer at end of session. LS to circulate Wheel chair exit from fire door - Rob T to improve signage/discuss with plant sales Metalwork Acid store is unsafe _ PB to discuss/resolve with Angela B</p> <p>Better lighting needed near lathes - Spots plugged into sockets - approval agreed up to £75. SG to sort out the excessive number and safe storage of brooms SM to bring spare mop and bucket. Rob T has offered loft ladder for kitchen storage area. The mobile cupboard is to have 2 new separate safes (one for us and one for T4A). Computer hard drive to be fitted in as well. Mobile cupboard to be kept in the office area after sessions.</p>	<p>MM/Trustees LS</p> <p>LS</p> <p>Larry DN MM LS LS</p> <p>Rob T</p> <p>PB/ Angela B</p> <p>PB</p> <p>SG SM RT</p> <p>PB</p>
6	Draft minutes of the AGM - no amendments proposed	
7	Change management group - discussed above in the open section of the meeting	

8	<p>Tenancy meeting with Council. agreed a number of topics to be discussed with Council :-</p> <p>a) we want to pay our rent for last year. b) Discussion of alternative “extensions to Shed area. 1 Preferred to expend into the current rangers area up to first window. 2 Shed in the gardeners compound 3 Shed in area in the courtyard between house and the gardeners garage. 4 A wooden lobby to the entrance to the Shed. c) Handbasin in the toilet.</p>	MM
9	<p>Finance We have about £10k in the bank, with £600 rent owing from last year and about £800 due from RobT for gazebo at school. £1800 is in restricted funds for ventilation and additional storage area. Susequent to the meeting CB said she had opened an interest bearing account to place approximately 50% of our funds.</p> <p>New treasurer LS said he no experience but would be willing to accept the post. MM to circulate members to see if there is any experienced person willing to help. CB agreed to stay until March/April -until the end of the financial year. Agreed to co-opt CB onto the Trustee board until she hands over to new treasurer. CB said the role needed to be split between paying in and keeping the records. There are some problems with reluctance of banks to provide for social clubs and with mandates and fee free transactions -no easy solutions to this. Agreed to return to this topic next meeting.</p>	
10	<p>Other reserved Business</p> <p>Successful visit to Fircroft by SW, SG and Pete T. Presentation is suitable for use in the future. Xmas lunch is Friday 21st in the Tea Rooms SM organising The Shed is shutting from after the afternoon session of Dec 21st to monday 7th Jan. We need a sign in the Shed. LS to circulate the supervisors</p> <p>There is a suspicion that a significant number of items have gone missing recently. e.g. glue, stain, rulers, clamps. We need to apply the loan system that is working for the glass sessions to general sessions. Also call for returning items to correct places. LS to circulate supervisors re our concerns.</p>	SM LS LS