

Moseley and Kings Heath Shed Annual General Meeting (AGM)

at 12noon Thursday 24th November 2022 – Room K2, Ground Floor of the Main House, Kings Heath Park

**Minutes**

**Attendees (Trustees)**

Martin Mullaney (MM) – Chair and minute taker

Sandra McInally (SMcl)

Eileen Corcoran (EC)

Jenny McKenzie

Robert Treadwell (RT)

Steff Williams

Larry Potter

Saeed Ghinai

Paul Brown

Steve Jay

Item	
1	Welcome and apologies  Apologies were received from Sally Bevington
2	<b>Minutes of previous General meeting</b>
2(i)	Approval of the minutes of the 2021 Annual General Meeting on 19 <sup>th</sup> November 2021  The minutes were approved
2(ii)	Any matters arising in the minutes of 19th November 2021 AGM that are not on the agenda.
2(ii)a	RT raised concerns that the following two items on last years AOB had not been done. They were:  <ul style="list-style-type: none"><li>• <i>“That health and safety training in using the various pieces of machinery in the Shed is offered to all members. Only members who have successfully completed this training will be allowed to use this machinery.</i></li><li>• <i>Emergency First Aid at Work training is mandatory to all supervisors. This will be offered to supervisors for free. Emergency First Aid at Work will be offered to all members but they will have to pay for the training”</i></li></ul> MM explained that due to nobody willing to take on the organising of this training, it had not been done. However, he

	<p>explained that at the Trustees meeting on Monday 21<sup>st</sup> November, JM and EC had agreed to take on this action.</p>
2(ii)b	<p>RT raised concerns that the following</p> <ul style="list-style-type: none"> <li>• <i>“All supervisors must remove machinery safety keys at the end of each day.”</i></li> </ul> <p>After some discussion it was agreed at the meeting that PB would take on the role of maintaining a list of supervisors and remind them to remove machinery safety keys at the end of each day.</p>
2(ii)c	<p>MH said that the following action had not occurred since he had never been invited to a meeting:</p> <ul style="list-style-type: none"> <li>• <i>“M Hewett volunteered and was accepted as a member of the workshop committee.”</i></li> </ul> <p>LP explained that the Workshop Committee had rarely met over the previous 12 months.</p> <p>After some discussion, the following was agreed:</p> <ul style="list-style-type: none"> <li>• A Whatsapp group would be created for the Workshop Committee</li> <li>• The Workshop Committee would meet on the first Monday of the month, unless there was nothing for it to discuss</li> </ul>
3	<p><b>Chairperson’s report</b></p> <p>The Chair asked the meeting to remember members who has passed away in the last 12 months. These included:</p> <ul style="list-style-type: none"> <li>• Richard Branch</li> <li>• Malcolm Finn</li> <li>• Katherine Skinner</li> </ul> <p>The Chairpersons report was noted</p>
4	<p><b>Treasurers’ report</b></p> <p>The Treasurers report was noted</p>

<b>5</b>	<p><b>Membership Secretary's report</b></p> <p>The Membership Secretary report was noted</p> <p>SMCl asked if we could alter the membership form asking members to agree to be included in a rota to tidy up the Shed.</p> <p>This was approved.</p>
<b>6</b>	<p><b>Approval of the Trustees Annual Report</b></p> <p><b>The Trustees Annual Report was approved</b></p>
<b>7</b>	<p><b>Approval of co-opted trustees</b></p>
<b>7(i)</b>	<p>During the course of the year, the trustees will co-opt trustees onto the Board. These co-options need approval by the members at the following General Meeting.</p> <ul style="list-style-type: none"> <li>• Paul Brown</li> </ul> <p>The co-option of Paul Brown was approved</p>
<b>8</b>	<p><b>Nominations to become trustee</b></p>
<b>8(i)</b>	<p>Only one nomination was received by the close of nominations on 3<sup>rd</sup> November</p> <p>Election of the following as Trustees:</p> <ul style="list-style-type: none"> <li>• Steve Jay</li> </ul> <p>The election of Steve Jay as a Trustee was approved and his details will be added to the Charity Commission website.</p>
<b>9</b>	<p><b>Any other business</b></p> <p>After some discussion on various subjects about the running of the Shed, the following was agreed:</p> <ul style="list-style-type: none"> <li>• A Shed Whatsapp group would be created for members. The initial administrators would be RT, SMCl and David Beamish.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• JO suggested that when the draft minutes are sent out to members in January 2023, a newsletter could be attached informing members of who the Trustees are, what sub-Committees exist, what are their function and who their members are.</li><li>• MH agreed to produce the next newsletter for the Shed – mostly likely January 2023</li><li>• That the medical conditions of members could be stored inside the safe in the Shed, along with their Emergency Contact Numbers. Only the supervisors would have access to this information and would only be used in an emergency.</li></ul> |
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