

Christchurch Men's Shed: 2018 AGM

Minutes of Meeting

Date of Meeting: 06.11.18

CMS Trustees / Committee Members Present:

Les Mercer	(LM)	Chairman
John Pegram	(JP)	Secretary
Robert Mackinnon	(BM)	Treasurer
Barry Atkinson	(BA)	Management Committee
Chris Waddilove	(CW)	Management Committee

1.0 Apologies for Absence:

Graham Lovell

Steve Dinley

Ken Nash

Peter Barnes

Richard Edwards

Attendees:

See separate Attendance Sheet

Number of attendees including trustees: 21

Guest Attendees: 1

2.0 Chairman's Report: Les Mercer

Reminder to sign the Attendance Sheet and the HCA register.

First CMS AGM since having attained Registered Charitable status

Search for premises for a permanent workshop

- Mudeford Infants School – council objections to use of site
- Council allotment site – no water or electric supply / 3-months notice
- Old Candle Factory – Tenders around £120k / no direct electricity supply

- God First – Terms of lease forbids a sub-lease to CMS
- Somerford Garage
3-times the floor area of Mudeford or Candle Factory premises plus potential for an upper floor.

Thanks to Wilbert Smith for introduction to Jae Harris (Chair of Somerford Youth Club) at the end of May and suggestion that CMS could occupy the “garage building”

Once our lease is in place, CMS have agreed to purchase a 20ft shipping container for the Youth Club in which to store their DofE equipment and enable CMS to have sole occupancy of the building. A second container will be used to store CMS equipment during the building works / refurbishment

Current status of project: Preparation of lease for review

Administration Work

- Preparation of Annual Trustees report and Financial Accounts for Charities Commission
- Registered as a charity with HMRC to enable CMS to claim Gift Aid on donations (Gift Aid is currently in progress of being set up)
- Clarification of rules on VAT for registered charities
- GDPR – New data protection policy and statement
- Revised membership forms for 2019 incorporating GDPR and Gift Aid
- Research into potential funding streams – Bob Mackinnon has attended a local funding fair and made good contacts with potential donors
- SMSN – CMS are now members of the Southern Men’s Shed Network and committee members have attended (3) quarterly meetings at Romsey, Waterlooville and Havant.
- CMS have proposed investigation of savings on insurance costs through a nationwide Men’s Shed group policy. (CMS currently have an insurance quote approx. 50% of previous estimates from a specialist broker)
- Risk assessment for workshop
- “In-case-of-Emergency” contact information file located in workshop (notice board)
- “Rogues Gallery” of members photographs displayed in workshop
- New CMS website with free-hosting – thanks to Richard Edwards for his work on this

Outings and Events

- Aviation Museum
- Highcliffe Castle Tour – Bob Mackinnon
- Hovercraft Museum
- Bristol Model Engineering Show
- Old Power Station electrical museum
- Sammy Millers motorcycle museum
- Traditional Pie, Mash & Liquor lunch for (12) members – Les Mercer
- Jasper Carrot & Dave Gorman night
- Mayor’s Charity quiz night
- Monthly lunchtime meetings at Mudeford Club (19 attendees in September)

Working Parties / Activities

For the community:

- Raised flower beds for Mundeford School
- Refurbished park bench
- Refurbished community notice board (Highcliffe Residents Association)
- Assembled shed for Highcliffe library
- Helped at Lions event at the Quomps in Christchurch
- Helped with setting up the HCA fete at Greystone's House
- Constructed a hedgehog box for Knight Brown at their Bailey Bridge site
- Repairs to indoor curling sticks for HCA
- Coin counting board (in progress – JFP)
- Highcliffe Rainbow Pre-School raised planters (in-progress – Barry Atkinson)
- "Snakes-in-the-Heather" – waiting for funding to be approved (Jerry Russell / Graham Lovell)

For the Shed:

- Tidying, re-arranging and organising the workshop at Greystone's house
- PAT testing of power tools – Brian Vaughan
- Fixing and renovating tools and equipment
- Collection of Timber from Knight Brown
- Clearance of ivy and rubbish from Somerford
- Repairs to Somerford car park fence
- Removal of tools and equipment from Wildown Road

- Thanks to everyone who has donated tools, materials or time

3.0 Treasurers Report: Bob Mackinnon

- Copies of accounts are available to members
- Receipts are from membership fees and sales of sundry items

Total income		£490.00
Expenditure		
UKMS membership	£24.00	
Workshop equipment	£45.00	
Website hosting	£20	
Total expenditure		£89.00
Cash in bank		£633.00

- **Status of Lease for Somerford Garages**

The existing lease for the Youth Club includes a clause that allows Dorset Council to take back possession of the site in the event of the Youth Club folding.

The sub-lease for the garages to CMS will need to include a similar clause.

The reason for the delay in producing the sub-lease appears to be that Dorset Council no longer have anyone available who was directly involved with the original document.

- **Funding Fair**

Previous contacts were re-established

Talbot Village Trusts:

There are (2) annual submission dates for funding however it is difficult to make an application until we have details of costs for the various works required.

Submission dates are: End of January
End of August

Major works requiring funding:

New (insulated) roof	£10,500
Sewerage connection	£
Electrical connection upgrade	£

It is hoped to have quotes / costings in place in order to make an application in time for the end-January deadline.

Lottery Community Fund (£10k)

New simplified bid application process

No deadline for submission

Question (John King) How likely are we to succeed with bids for funding?

Answer (Bob Mackinnon) CMS “tick all the boxes” with Talbot Village Trusts who already support the youth club.

Jerry Russell – Daughter has experience of applying for TVT funding and may be able to provide assistance

TVT allow more than one funding application to allow for subsequent purchases however they only fund up to 75% of a project.

Based on our existing funds from Bournemouth Airport (approx. £9k) CMS could apply to TVT for (3 x £9k) £27k or (3 x £19k) £57k if we were successful with a bid to the Lottery Community Fund for £10k

Other funding streams are available however some fund providers only offer support for specific items such as “running costs” or “capital costs”

Bob Mackinnon is working on a spread-sheet identifying potential sources of funding.

Question (Brian Vaughan) Are we leasing from the Youth Club or the Council and what happens if the Youth Club folds?

Answer (Bob Mackinnon) We have requested that the CMS sub-lease includes a “stand-alone” clause to apply if the YC folds.

The duration of the CMS sub-lease needs to be a rolling 15 years to enable funding applications to be made on (typical) 10-year funding cycles.

It was believed that the Youth Club would allow us to proceed with the replacement roof on the basis that should the lease application fall through, the Youth Club would in any case benefit from having the new roof.

4. Secretaries / Membership Report: John Pegram

Membership of CMS has been around 25 for some time

We have “lost a few” and “gained a few” through the year however the good news is that we are now 32 members with several more expected to join shortly.

Workshop attendance has risen through the year and we now regularly see 6 – 8 members in the workshop, 8 being about the maximum that can be accommodated safely in the available space

Popular times are Tuesday, Wednesday and Thursday mornings.

It would be great to see the workshop being used in the afternoons with some overlap at mid-day so that more members get to meet each other and see what is going on.

Everyone is welcome whether they are working on projects, community projects or just dropping in for a chat. Tea break is usually around 11.00 am

Tools and Equipment

We have been very lucky with donations of tools and equipment and as well as the heavy machinery currently being stored at Somerford and in various members home sheds, the selection of tools and equipment at Greystones House has improved significantly in terms of scope and quality as well as quantity.

Available tools and equipment currently include:

Wood lathe / Metal lathe

Band saw (now fixed and operational) / Scroll saw / mini-table saw / chop saw

Bench Grinders / linisher / whet stone / oil stones / diamond stones etc

Corded and cordless drills, saws, sanders, angle grinders, heat gun

Routers, router table(s) and cutters

Wood working hand tools – saws, planes, chisels, marking out, hand drills etc

Pop riveter, heavy duty staple guns / soldering iron (and multicore solder) etc

Tools are available for members to borrow - there is a simple sign-out / sign-in procedure

Total contribution to HCA in the year to end October 2018

Number of visits to the workshop at £1 per visit	420
Number of attendees at Room 11 / Room #1 General Meetings ditto	130
Capitation Fees (£2 x 32 members)	64
Estimated spend on tea / coffee at £0.50 per workshop visit	210
Total contribution to HCA operating costs	£824

5.0 Election of Officers & Trustees

Committee members to stand down

It was noted that all committee members are willing to stand again

No other members put forward their names to stand

- Committee stands down
- Proposal to re-elect existing committee members was proposed and seconded
- Vote (show of hands) was unanimous in favour

6.0 Somerford Shed – Progress Report

As previously stated, CMS are currently waiting for the Youth Club's solicitor to give us sight of the lease for the building at Somerford.

Assuming the terms of the lease are acceptable to CMS, the initial tasks on take-over of the building will include:

- Determine works required
- Plans for any re-building
- Structural report
- Appoint architect
- Submissions to council (planning permissions / change of use etc as required)
- Obtain quotations for works
- Submit bids for funding

6.1 Formation of a Sub Committee

It was noted that the CMS committee are also Trustees of the charity and that a lot of work was carried out in the background which was possibly invisible to members.

The committee felt it was necessary to appoint a sub-committee to handle certain tasks such as organising work parties, handling community projects etc.

There would be no requirement for the sub-committee to handle paperwork or admin work i.e. the sub-committee would be a “working group” and not a formal committee.

Tasks involving costs to CMS or health & safety risks would require pre-approval by the CMS management committee.

The chair asked for volunteers to form the sub-committee and the following names were recorded:

Jeff Perkins

Brian Vaughan

John King

Nick Mowll

Bob Wood

Berry Gardener

Any Other Business

Question (Brian Vaughan) Consumables such as sand paper, oil, glue etc are not usually received as donations so can we make funds available to purchase said items?

Answer: Yes, a committee member will approve the purchases

Chris Waddilove:

Use of Machinery

Some machinery in the workshop is potentially dangerous! Members who do not know how to use certain items should not do so but to wait until they had received operating / safety advice.

Members are reminded to ensure that everyone is working in a safe manner and not endangering themselves or others.

Surplus Tools

Proposal to sell surplus tools to raise funds for CMS.

Some tools may have a high “collector’s value” and could be replaced with lower cost alternatives.

Should we offer the tools for members to purchase in the first instance?

John Blakeman: if a member wants to acquire tools or equipment from CMS, it should be in the form of a donation.

Keith Vinycomb proposed offering items to members at a non-preferential price and if there were no takers, then attempting to sell the items on ebay.

Les Mercer: Process is constrained by the Charity Commission and that CMS Trustees are liable for any misdemeanours. LM referred to the CMS constitution:

6. Benefits and payments to charity trustees and connected persons

(1) General provisions No charity trustee or connected person may: (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

It was understood that we could offer tools or equipment to members “at a reasonable price” in line with Charity Commission rules however we would need to establish an appropriate procedure prior to any transactions taking place.

Keith Vinycomb:

Proposed that we keep a tool box at Somerford so that work parties have tools and equipment to hand when undertaking any maintenance work on the building.

This was agreed and Jeff Perkins volunteered to put together a set of tools and equipment in one of the spare tool boxes we currently have at Greystones house.

Members made a vote of thanks to the committee for their work on behalf of CMS.

Meeting was formally closed.

New members were invited to have their photographs taken.

JFP/09.11.18