

**Minutes of 2nd Cannock Chase Shed AGM**  
**3<sup>rd</sup> August 2021 @ Museum of Cannock Chase, Hednesford**

**Attendance**

Officers: Chair – Dave Shaw, Vice Chair – Leslie Jewkes, Health & Safety – Barry James, Treasurer – Graham Johnson, Secretary – Avril Green.

A total of 16 Members attended with 0 Guests.

**Apologies**

Phil Arm, Eric Shackleton & Joan Hudson.

**Welcome**

The Vice Chair opened the meeting at 10.30am with a welcome and explanation on why this year's AGM is 5 months later than we would have wished. This was due entirely to the Covid epidemic restrictions on meetings. Due to attendance restrictions we had to cancel our speaker Ivor Anderson from Aldridge Shed and no Funders or connected local Councillors were invited.

**Constitution**

An addendum to the Constitution is needed to clarify voting procedures at AGM.

A show of hands is acceptable. Approval being >50% with Chair having a second vote if needed.

The Addendum was approved unanimously by all present and is now included in the Constitution.

**2020 AGM Minutes.**

The draft minutes have been available on the CCS website. Copies could be downloaded as required by any person wishing to do so.

**Matters arising from 2020 AGM Minutes.**

Accounts balance difference in the 2019-20 accounts was due to some of next year's Fees being paid in advance and thus included in the bank balance.

Petty cash also needed to be included in this account balance.

Accounts had been revised and approved by Accountant Peter Dixon.

A proposal was invited from the membership to accept the 2020 AGM Minutes. Proposed by Dave Causer Seconded by Colin Mann.

Approved unanimously by all members present.

**Chair's Report.**

Members worked on their own projects and many projects were completed for other local Community Groups, Bird boxes, Planters and compost bin, refurbishment of a Rabbit Hutch. A puppet Theatre for local disabled children to use was just completed when we had to close due to lockdown.....

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During lockdown we kept in touch with Members with a regular newsletter created by Anne Wallbank, with members contributing items of interest and suitable lockdown projects. Bob Mason taking over the role when Anne retired due to ill health.

Health & Safety Officer Barry James set up weekly online Zoom meetings for anyone who wished to join every Monday morning. This proved very popular. Telephone contacts were made on a regular basis by Committee members to members and enquirers.

Larger premises are urgently needed for our expanding membership. Various avenues have been explored but as yet nothing suitable or affordable has come to light. All efforts by members will be explored and appreciated. The search continues and all members will be circulated with an outline spec. to give an idea of what we are looking for.

Two Committee Members wish to retire, Secretary & Treasurer.

No nominations have been received to date. Both agreed to stay until replacements are in place. Secretary will contact Support Staffordshire for assistance in advertising posts.

Conclusion:

We have come a long way since our start up in a cold, damp and cluttered garage. We have electricity, water & lighting. Our workshop is well equipped and members have a wide range of experience between them. Members show willingness to help and assist each other when required.

**Treasurer's Report.**

Treasurer Graham Johnson explained the Accounts, confirming the Fees inclusion in error last year and Accountant Peter Dixon's acceptance.

Opening total balance	4603.40	Closing Bank Balance	7729.40
Receipts	4647.57	Expenses	1509.73
		Petty Cash in hand	11.84

Total 9250.97 Total 9250.97

The Treasurer's report for Year 2020-21 was approved unanimously by all members present.

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#### **Election of Officers**

Two Officers wished to retire but there were no nominations for the vacant positions of Treasurer and Secretary. The current incumbents have agreed to remain in post until replacements are found. No other vacancies are due.

#### **General Business**

Pete Ross gave a slide show explanation on the benefits of becoming a Charity (CIO) as recommended by the UKMSA. A short discussion amongst members resulted in unanimous approval for the Committee to begin an application to become a CIO.

A mentor list was suggested so that members could approach others who had the knowledge and skills that was required for particular tasks or use of equipment. Members were invited to add their names.

A stock controller and storekeeper are needed. Volunteers were asked to make a note on the wall fixed white board when any items in store were getting low on stock so that replacements could be purchased before we ran out. General discussion on best procedure. Members agreed that this would be an advantage. A volunteer is now required.

Health & Safety check needs to be done at the beginning of every month by two teams working together. Guard rails and leads need checking and faults to be noted on white board. All guards must be replaced after use by the person who removed them.

General discussion from members on tools and equipment requested last year and their appropriateness. Some are outstanding from last year's membership requests but need to be bought. This is due to lockdown but are in hand and Treasurer to purchase asap.

Members were asked to fill in the provided request slips so that the Committee could determine the 6 most popular requirements from members and fundraise for purchases.

The workshop has been given many old and/or useless items that are not suitable for current use due to wear and tear. Members are asked to work together on the next working day to clear out any obsolete items and remove for scrap. Any sellable items to be sold on.

A member was concerned that Insurance cover may not be adequate for our needs. Assurance was given that our insurance was fully reviewed and clarification requested and given on several points before we took the cover. This Company is one of those that is recommended by UKMSA.

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Date of the next CCS AGM to be on Tuesday 1<sup>st</sup> March 2022 @ 10.30 am.

The meeting closed at 12.30pm.