

MINUTES OF THE CANNOCK CHASE SHED COMMITTEE

ALL 2021 MEETINGS BELOW

Draft Minutes of Cannock Chase Shed Committee Meeting 5/10/21 @ 10:30

| <p>1. Present: Dave Shaw (Chair); Avril Green (Secretary); Barry James (H&S); Tim Cutler (Projects); Bob Mason (Webmaster – left the meeting after Item 7); Pete Ross (Minutes)</p> <p>Apologies: Graham Johnson (Treasurer); Leslie Jewkes (Vice Chair)</p> | | | | | |
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| Agenda Item | + | Discussion | + | (Conclusion?) | Action |
| 2. Minutes of September 7th meeting | | | | | |
| Approved without amendments. Dave & Barry. | | | | | |
| 3. Matters arising | | | | | |
| Future meeting Minutes to be taken and drafted by Pete, then sent to Dave for checking and proof reading. Dave will circulate final version to all Committee members. Pete to update Minutes on website. | | | | | Pete R Dave S Pete R Avril G |
| Agenda items for future meetings to be sent to Avril, as before, and Avril to circulate Agenda and meeting reminder as before. | | | | | |
| 4. Treasurer's report | | | | | |
| Dave presented a summary on behalf of Graham. | | | | | |
| Monthly income: £178.88 Monthly expenditure: £1797.43 Current balance: £7153.39. | | | | | |
| Expenditure items: New equipment and consumables. | | | | | |
| Issues around buying, installing and maintaining a defibrillator were discussed. Expensive and complicated. Avril agreed to contact the Museum (MoCC) in the first instance to ask if they would consider being a site for a community defibrillator. | | | | | Avril G |
| 5. Webmaster's report | | | | | |
| Bob updated the Committee on developments he had carried out to the CCS website. He also presented a request to upgrade the Shed's current hosting package with one.com in order to provide many more web pages, 'restore' facility and other enhancements. As this would cost around £100/yr. on top of our current package, Committee agreed to research other Shed websites and consider whether it is even necessary or appropriate to expand the website at this stage of the Shed's development before reaching a decision. | | | | | All Committee |
| Agenda item next meeting. | | | | | Avril G |
| 6. Membership & Enquiries | | | | | |
| Dave has emailed all people who have made enquiries during the past closure period to update them on the re-opening arrangements and invite them to visit. | | | | | |
| 7. Funding & Donations | | | | | |
| Avril has made a donation to Shed funds as a result of refurbishing and selling sewing machines. Thank you! | | | | | |
| Avril will apply for funding to pay for new sets of chisels requested by members. | | | | | Avril G |

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| <p><u>8. Reports & Correspondence</u></p> <p>Following Avril's request via 'Support Staffordshire' for a Treasurer, there were a few tentative responses but only one person (Sally Cottrell) came for an informal interview with Barry. Sally was very interested but unable to make the necessary commitment at the moment, although she may reconsider next year. The search for a new Treasurer continues.</p> <p>Use of a free 'Community Room' at Cannock Fire Station as a venue for the proposed First Aid training session, to be organised by member Tony Lyons, is not available due to being reserved for 'The Prince's Trust' only. Avril made concerned representations to Cannock Chase Council Leader Olivia Lyons and local MP Amanda Milling. Although sympathetic they are unable to resolve the issue at present.</p> <p>It was agreed instead to pay for use of the Craft Room at the MoCC @£15/hr. Barry will liaise with Tony and MoCC to confirm date/time and practical details.</p> | <p>Barry J</p> |
| <p><u>9. Current Projects</u></p> <p>The request from Lynn Evans (Friends of Hednesford Park) for a wooden Christmas 'Nutcracker Soldier' is in hand, with particular help from member Phil Arm. It is unlikely the Soldier will be ready for this Christmas, but Lynn still wants it for next Christmas anyway. A provisional estimate for material costs has been sent to Lynn and she is using this to apply for funding before making a donation to CCS.</p> <p>Tim will keep the list of requested projects updated on the whiteboard in the Shed. Requests for large, wooden knitting needles and planters are still waiting to be allocated.</p> <p>It was suggested the Shed needs a formal procedure for presenting provisional estimates for costs of materials to inform future project requests. Agenda item next meeting.</p> | <p>Tim C</p> <p>Avril G</p> |
| <p><u>10. Covid measures Autumn/Winter</u></p> <p>Concerns were raised regarding the increased risks from Covid transmission (and colds/flu) inside the Shed due to poor ventilation during cold days when the curtains have to be used.</p> <p>It was decided that masks must be worn inside during these sessions and advanced booking would need to be essential because of limited numbers indoors.</p> <p>Dave will write to all members to inform them of this requirement.</p> | <p>Dave S</p> |
| <p><u>11. AOB</u></p> <p>Christmas meal: Avril will make enquiries re potential venues and get back to Committee when she has details.</p> | <p>Avril G</p> |
| <p>Next meeting: Tuesday 2/11/21 @ 10:30</p> | |

Committee Meeting Minutes September 7th 2021

Committee Present: Chair - Dave Shaw, Treasurer – Graham Johnson, H&S - Barry James, Secretary – Avril Green. In attendance, Web master - Bob Mason

1. Welcome and apologies.

Apologies from Tim Cutler, Leslie Jewkes. Pete Ross – retiring Webmaster.

2. Minutes of July 2021 meeting.

Approved by Dave Shaw, Seconded by Barry James. Accepted by all as a true and accurate record.

3. Matters arising.

Treasurer's Report. Straight edge planer. Member D. Causer requested the purchase. General discussion was of the opinion that it was not an item that was required enough at present and there was no room for storage for occasionally used equipment.

4. Treasurer's Report

Current bank balance – £8785.82

Purchases in hand not yet cleared from bank account – Tenon Saw & various consumables.

5. Membership enquiries.

H&S concern regarding records kept by one person. All enquirers should be informed of H&S and current Subs and Fees.

Chair to send notice to all previous enquirers to see if they are still interested. He will call those not on line.

The new Treasurer will need to be a fully paid up member for voting purposes and as an Officer of CCS. The role needs to be defined at interview.

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.....Secretary asked Treasurer if he will continue to maintain Membership List. He felt it is part and parcel of Treasurer's duties but will decide on handover.

6. Funding

There were no funding applications since the CCS Committee's last meeting

7. Reports and correspondence

Dr Pippa Belderson of the University of East Anglia has been working in collaboration with Sheds & UKMSA on a yearlong UK Men's Shed Project. Secretary attended a Zoom seminar and after feedback was invited for further discussion on a one to one basis. The main topic will be Social Prescribing. Further feedback on the after-session questionnaire is also needed. Views on SP were requested for a balanced view on referrals.

A Float of £100 is requested by Treasurer to cover consumables for the month. Larger items will need to be discussed at Committee level and funding obtained where possible. Proposed by Barry James seconded by Dave Shaw. All in agreement.

Only Treasurer/Chair to spend CCS funds.

Members are not allowed to make purchases and claim refunds.

Web master asked for upgrade to website as we have 5 pages at present and no option to restore. He was assured that we do need all of our current and future documents on show. There are 3 levels of website provision from one.com and CCS is using the 'Beginner' at £50.00. We need more pages if we have videos more info and photos etc. General discussion on need.

Treasurer to make enquiries.

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8. Tool survey results.

PPE

Eye protection. Ear defenders. Face shields.

H&S said these are essential items and are needed asap. Treasurer to check on availability and prices and report to H&S. before next session. General Discussion of the type most suitable for reuse amongst members. Users will be responsible for cleaning before and after use. Wipes provided.

Wood turning chisels. Best quality with storage case/box. Treasurer to price and advise.

Wooden mallet for use with chisels.

9. AOB.

Former webmaster Pete Ross has offered to take responsibility for taking Minutes during Committee meetings. This was met with overwhelming gratitude from Secretary. Committee agreed to accept with immediate effect.

Meeting closed at 12.30

Date of next meeting 5th October 10.30am

MINUTES OF THE COMMITTEE MEETING ON TUESDAY 6th JULY 2021

Present: Chair: Dave Shaw, Vice Chair: Leslie Jewkes, Treasurer: Graham Johnson, H & S: Barry James, Publicity/Webmaster: Pete Ross, Project Manager: Tim Cutler.

| Item | Action |
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| <p>1. Apologies Avril Green. Tim C unable to join for the first half.</p> | |
| <p>2. Minutes from June 2021. Proposed as accurate by Leslie, Seconded by Dave S.</p> | |
| <p>3. Matters arising Extending opening days. Leslie contacted the museum, but they will not commit. Avril's email to Paul Woodhead asking for intervention has produced no useful response.</p> | |
| <p>4. Treasurer's Report £8284.88 in current account as of today. AGM balance sheet summary being prepared. No response from Lloyds bank about any kind of penalty if we exceed £10k. • Approved spending for July Allocated funding for a gazebo to enable outdoor work to take place at the Shed is already available. Since the last meeting some Committee members have been involved in detailed discussions regarding specifications and selection. A final decision was made and Committee approved the purchase of a large, heavy duty gazebo at a cost of £714. Ring-fenced Co-op funding will be covering this purchase. Once the gazebo is installed and conditions are suitable the Committee will arrange a small 'opening ceremony' with photos, to publicise and send thanks to the Co-op for their support. Requests for consumables:</p> <ul style="list-style-type: none"> • Approved spend for angle grinder disks, centre punches and paint store shelf supports £50. • Straight edge planer was requested by a member. Needs research into possible products and likely costs before amount can be approved. • Corrugated or felt roofing and drainage requested for the new wood store covering against the yard wall, £150 approved. | <p>Graham Inform DaveC Tim</p> |

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| <p>5. Membership/Enquiries Attendance: Poor member attendance since reopening. Some members have expressed concern that there are no projects for them to join in, and the workshop is in chaos. We need to contact the community organisations to find out what is still needed. Graham to contact those members who have not renewed. Concern expressed by Pete about relaxing of Covid restrictions. Needs AGM item to discuss with members views on continuing to wear masks indoors, and only those vaccinated may attend.</p> <p>Social Prescribing organisations: Concern was expressed that a number of organisations are sending patients to us with potential mental health problems, which we may not be able to support with any kind of carer requirement. We don't know what these people are suffering with until they visit, or never know, but will be a future concern for our duty of care. Committee agreed not to formally open channels with care providers.</p> <p>Enquirers list: Concern expressed over lack of distinction of paid-up members and enquirers for sending documents, events and procedures.</p> | <p>Tim C</p> <p>Graham</p> <p>Dave S</p> <p>All</p> |
| <p>We have a long list of enquirers now, many of whom have not visited. It was suggested that after initial contact and visit invitation we review the enquirer list periodically and delete those not responding. Concern expressed about lack of control of the enquirer list, as there is not one person allocated to reply or control. Chairman to establish sub-committee to decide on list review, member/enquirer distinction, and responsibility for keeping records.</p> | <p>Dave S</p> |
| <p>6. Funding Avril has received an offer from the Co-op to renew our request for funding support and has already gratefully accepted this for the year 2021/22, citing our new £15/week rental fees as a relevant expense.</p> | |
| <p>7. Reports & Correspondence Nothing tabled to discuss.</p> | |
| <p>8. Future of Newsletter The necessity for the newsletter is lessening, and doesn't really contain any shed news, but Bob may have some ideas for the future of it if he wishes to continue. Pete was wondering if Bob might be interested in taking on Web/Facebook/Any other Comms role in addition to the newsletter. Graham was concerned about him needing to pay to become a member to fulfil other roles, but our constitution allows for this to create a Supporting Member status with no cost. The constitution states the following: <i>4.3 The Management Committee may create a membership in addition to Individual Members (voting members) at any time, should they wish, to allow people to support the Shed without attendance. Such members shall be called Supporter Members and will have no voting rights at general meetings.</i> Bob to be asked if he wishes to take on further roles using his computer.</p> | <p>Graham</p> |
| <p>9. AGM As there was a lot to cover for nominations, agenda, running order, documents, room facilities, covid precautions, a separate zoom meeting has been agreed for Monday 12th July at 7.30pm. Members need informing of procedure.</p> | <p>All</p> |

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| <p>10. Survey Results Helpers No response received trying to identify 3 members willing to help from the survey.</p> | |
| <p>11. AOB</p> <ul style="list-style-type: none"> • Concern expressed about condensation if gazebo is stored wet. Suggested that a kitchen extractor fan we have can be installed in the wooden wall of the shed as a project for members, which can be run continuously if gazebo wet. • Building a housing construction to protect the large dust extractor fan, up against the corner of the yard wall, could also be a timber/felting project for members. | <p>Tim Tim</p> |
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| <p>Date of next Meeting First Tuesday September (7th?) at 10.30am</p> | |

MINUTES OF THE COMMITTEE MEETING ON TUESDAY 1st JUNE 2021

Present: Chair - Dave Shaw, Vice Chair - Leslie Jewkes, Treasurer – Graham Johnson, H&S – Barry James, Publicity – Pete Ross, Project Manager – Tim Cutler.

| Item | Action |
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| <p>1. Apologies Avril sent apologies. All hope she is feeling better soon.</p> | |
| <p>2. Minutes from May 2021. All agreed minutes were a true record. Proposed by DaveS and seconded by LeslieJ.</p> | |
| <p>3. Matters arising Barry was previously tasked with checking about exclusive use of the garage and more days. Museum reply confirms we have exclusive use, but they will not consider more than one operating day until an annual review has taken place. LeslieJ suggested we ask the museum for their risk assessment providing evidence that Monday only was the only safe option. Leslie to ask museum staff when we are on site. Avril has written to Cllr Paul Woodhead over the one day only stipulation.</p> | <p>Leslie Avril</p> |
| <p>4. Treasurer's Report Current account stands at £8829. Easyfundraising donation £15 received. No approved spending throughout May. Graham questioned whether we have a maximum bank balance of £10K before penalties apply. Not understood what penalties were likely, so Graham to contact the bank to find out if this maximum was true for any reason. Confirmed booking form for Monday opening returned to museum for £15 per day cost. Includes electricity and water consumption. • Machines purchase. Discussion on whether to now buy the tools allocated with funding and member choice. As delivery specifically on a Monday was needed, it was decided to leave purchases for now until we return. Suggestion made by Leslie to buy more fold-up workbenches and battery powered tools for working safely outside in the yard, together with a pop-up gazebo (Barry) for wet days. No decision made. Table again at next meeting.</p> | <p>Graham All Avril</p> |

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| <p>5. Membership/Enquiries Agreed that membership fees should start from 1st July (government rules permitting). DaveS to advise members of this fee start date.</p> <ul style="list-style-type: none"> • Opening Shed to members/visitors. Committee all agreed on first three weeks committee only, but second and third weeks invite members to be outside. Potential to have third week (21st) used for an open day for visitors we have on our list, two at a time inside the shed. All remain outside until invited in. DaveS to arrange invite and tours. Committee sessions to include moving the museum artefacts and our wood store to give the museum more access, and to create a larger area outside the shed door for a potential gazebo. Inside needs furniture moving to create widest gangways, handgel, signage hanging, PPE, and visitor's table to block entrance for opening day. Air extraction motor and tubing to be investigated to aid ventilation (Tim). Tools currently with committee to be brought back when ready to open. | <p>DaveS</p> <p>DaveS</p> <p>All</p> <p>Tim</p> |
| <p>6. Funding No further funding known about at present.</p> | |
| <p>7. Reports & Correspondence Cllr Paul Woodhead's email reply to Avril on opening days and the SA facility appreciated, but waiting for any results of his enquiries with the museum and the SA. Laura Dunning invite to Blooming Cannock Chase meeting, but not discussed.</p> <p>Projects from correspondence.</p> <ul style="list-style-type: none"> • Wade St church chairs. Latest email indicates 5 need repair, but we can sell remaining 50. TimC considers a waste of time and nowhere to store. Tim to reply thanking for offer, but as we are not open and have no space, we cannot accommodate their offer. • Tim raised offer from New Life of furniture materials but unsure what this means until a visit. Tim to investigate further on possible use of materials. • Bus stops from Hednesford park abandoned for now. • Wooden knitting needles request from Rugeley shop to go ahead. Uses broom handles and lathe to shape 1" rods with and end finial. • Rugeley in Bloom. Decision to wait to be contacted from Olivia Lyons. • Park sign posts. Decision to wait to be contacted by Lynn Evans. • Bird/owl boxes for Midland Ringers. Decided to wait for suitable time to start projects again as nesting season will be finished for this year. • To conclude, TimC to list projects and a summary of each for inclusion in the newsletter for member discussion, and asking for those to contribute time and be project co-ordinators. | <p>Avril</p> <p>Tim</p> <p>Tim</p> <p>Graham</p> <p>Tim</p> |
| <p>8. Wider publicity Regards investigating larger premises. As museum are limiting our activity, PeteR suggests we now use media to advertise the need for suitable premises. Suggestions included the newsletter, the Facebook page, local press coverage, even TV. All agreed that we should now be more transparent to members and public about looking for premises. Pete and Leslie to follow up together with a press release draft package.</p> | <p>Pete Leslie</p> |

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| <p>9. AGM</p> <p>Avril understood waiting to book a speaker from Aldridge Shed if possible. Booking room required (£30) refreshments and projector for 3rd August for 3 hours from 10.00am. Start at 10.30am. Agreed Graham would go to the museum to book and pay. AGM agenda to be drawn up, items to Avril please. Reports needed to project on screen ideally or spoken, from H & S (Barry), Projects (Tim), Treasurer (Graham) etc. DaveS to chair meeting. More organisation for next month's meeting.</p> | <p>Avril Graham All Avril</p> |
| <p>10. Survey Results</p> <p>As Leslie had to leave the meeting early, not many aspects of the survey were discussed until all the committee could attend. The priority to members was Covid safety on returning. Several ideas as follows given by members:</p> <ul style="list-style-type: none"> • Allowed if no symptoms, 2 x vaccines proof and temperature test. • One Monday session open to all, 2nd session to be closed to only those able to declare two vaccinations or a PCR test result. • All arriving must be PCR tested as a requirement, but thought not really practical for us for reasons of policing this and getting members to do it. | |
| <ul style="list-style-type: none"> • Three members at least would not come if everyone was not vaccinated. Potentially one option is to lose those members temporarily and open up the shed to all until threat has subsided, unless one of the above ideas is agreed instead. <p>No resolution to above at this meeting, and no further survey results discussed due to time constraints. To be tabled again at next meeting agenda.</p> | <p>All Avril</p> |
| <p>11. AOB</p> <p>Not discussed. Meeting closed at this point.</p> | |
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| <p>Date of next Meeting Tuesday 6th July 10.30am</p> | <p>All</p> |
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Minutes of Extra-Ordinary Committee Meeting

Tuesday 18th May 2021 10.30am

In attendance. Chair – Dave Shaw, Treasurer – Graham Johnson, H&S - Barry James, Project Manager – Tim Cutler, Website Manager – Pete Ross, Secretary – Avril Green.

Apologies: Vice Chair – Leslie Jewkes

1. Shed opening.

It was hoped that we could agree on opening details but, due to current uncertain & continuing Pandemic conditions, all agreed that we would wait for further developments.

Barry had prepared detailed arrangements for re-opening last year under pandemic conditions and these will form the basis of the new arrangements, modified in accordance with Government guidelines at the time.

Space has become an issue that may need advice. We have no Fire extinguishers on site. The one promised by the Museum has not materialised. Secretary to contact Fire Service to request a visit on behalf of chair. Booking system needed if numbers continue to increase with only one available day.

Committee requested, & Pete agreed, to phone survey all current members regarding their preference for a morning or afternoon session with an option to wait.

The results from this may have a bearing on later decisions.

Graham suggested that we wait to see how many members re-join and then work on a first come, first served booking system via Chair.

Jabs.

General discussion on whether we should vet members before they enter the building. This is working in some current business premises. We decided that it might cause bad feeling between members and that we would work on a trust basis but ensure that we use masks and hand gel supplied.

Any change to member rules would wait until a further date.

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Opening on the 1st Monday would be for Committee members only to return tools etc, start work on re-arranging the yard and preparing inside. Following Mondays would be open on a chat outside basis only. Full facilities to commence on Monday 28th June, Government rules permitting. Webmaster to post & update details on web-site and Facebook page.

2. Trustees liability Insurance not covered currently.

General discussion accepted that we are, as Trustees, liable but claims are so unlikely that we do not need any further cover. Our Insurance is the normal Shed cover used and recommended by UKMSA.

3. Enquiries. Email Spam.

Our email is getting more spam. Web master blocks where possible but Committee members are reminded that it would be best practice to delete before opening. A good guide is to check the sender's email.

4. AOB

A general reminder that future membership enquiries to be answered by DS -Chair.

Project enquiries to be answered by TC - Project Manager. Membership list to be kept by GJ -Treasurer.

Meeting closed at 12.00pm

MINUTES OF THE COMMITTEE MEETING ON TUESDAY 4TH MAY 2021

Present: Chair - Dave Shaw, Vice Chair - Leslie Jewkes, Treasurer – Graham Johnson, H&S – Barry James, Publicity – Pete Ross, Project Manager – Tim Cutler, Secretary/ Fundraiser - Avril Green.

1. Apologies.

All Committee present.

2. Minutes

Accepted by Dave, Seconded by Barry.

3. Matters Arising.

Insurance. We are missing a Schedule. After general discussion it was decided to ask the Broker for one to be sent. Secretary to action.

4. Treasurer's Report.

Current balance increased to £8813.60

Grant received from Bridgtown Parish Council of £100.00

Grant received from Heath Hayes & Wimblebury PC £250.00

No spending during April.

5. Membership/Enquiries.

One new paid-up member and more enquirers on our list.

Current membership fees will now be requested for years 2021/2122 but at the reduced rate of £17.50 as we are unable to open until 7th June 2021.

We have received a booking form and Conditions of Booking from IHL/MoCC.

We need to book in advance. Barry will write to clarify some queries that we have including our exclusive use of the garage and if we are able to book other days besides the Mondays that they currently offer.

Committee will attend on Mondays 7th, 14th 21st June to organise the yard (with Members invited to meet informally outside weeks 2&3) and then hope to open to all members on 28th June 2021.

Dave and Pete to update members on details as they become confirmed.

Pete to post updates on Facebook and web-site.

Avril to monitor all tool returns.

Proposed by Chair all agreed.

6. Funding.

No applications made. Co-op Fund to date £855.93.

Dave received cheque from Bridgtown Parish Council

Leslie collected Grant from H/H & Wimblebury Parish Council.....

... A donation of hand tools had been given by Mr & Mrs Adamthwaite of Cannock Wood.

7. Salvation Army

Arranged meeting cancelled by SA no reason given. Meantime keep a look out for any suitable size premises that will allow our membership numbers to grow.

Pete to contact CVS Staffordshire Connects who match any suitable building vacancies. 15mtr x 15 mtrs would be a recommended space requirement. Current space is 7 x 6.

8. Reports and correspondence

Museum sent us a booking form and Conditions of Hire. Rental to be £15.00 per 9.30-4.30pm session. Mondays only currently offered.

9. AGM

Pete informed Committee members that we have no correct voting status in our Constitution. We need to discuss this at the AGM. Charity/CIO would benefit our shed and protect Trustees from debt recovery.

Avril to contact the Ambassador at Aldridge Shed to request a speaker on this subject at our AGM

10. Survey.

Pete suggested a survey be sent to all members requesting their views on some of the upcoming proposals from the Committee and any requests that they may have to be submitted anonymously via Survey Monkey.

Pete to action.

11. AOB.

None.

DATE OF NEXT MEETING TUESDAY 1ST JUNE 2021 10.30am.

MINUTES OF THE COMMITTEE MEETING ON TUESDAY 6TH APRIL 2021

Present: Chair – Dave Shaw, Vice Chair – Leslie Jewkes, Treasurer – Graham Johnson, H&S Officer – Barry James, Webmaster/ Publicity – Pete Ross Secretary – Avril Green

1. Apologies.

Project Leader – Tim Cutler.

Anne Wallbank – Instigator and original Magazine Editor has retired from the CCS Committee due to ill health.

We had an offer from Mr Bob Mason to take over the Editorship. He has issued his first edition to the high standard previously given by Anne.

2. Minutes.

Accepted by Dave Shaw, Seconded by Graham Johnson.

3. Matters arising.

Barry has reviewed the Supervisors' responsibilities. The basic responsibilities remain the same as in former times but the additional responsibility caused by the Covid Pandemic were discussed at length for adjustment. A revised notice, subject to any amendments required following IHL consideration of our Risk Assessment, will be issued ready for our reopening and for recruitment at the AGM with the emphasis on all attending members clearing up and cleaning after each session.

4. Treasurer's Report

Bank balance has increased to £8463.60

No expenditure during March 2021.

5. Membership/Enquiries

Membership Cards - Membership numbers to remain unique and allocated in numerical order.

CCS Opening Date - No reply from IHL/MoCC to date in reply to enquiry from Chair.

Members/Enquiry List - Needs an update. Barry to email details to Secretary.
Safe – Pete and Leslie raised the question of whether a Safe on site was necessary, and it potentially being a target. General discussion on collection and recording of daily Subs. It was agreed that if the treasurer was not present Dave Shaw would keep money and daily

..... payment record in hand. He is a regular attender and lives close to our current location.

The Day Book to be kept up on a daily basis recording Visitors and Members and any incidents or occurrences.

Supervisors to check match of people to daily payment record.

This procedure to be reviewed after a trial period.

6. Funding.

No funding applications have been made since last month.

Vice-Chair Leslie to attend a presentation at Heath Hayes & Wimblebury Parish Council on behalf of CCS in reply to a Funding Grant.

7. Salvation Army.

Chair, Vice Chair & H&S Officer to attend Zoom meeting with representatives of the SA on 21st April 2021.

General discussion. Suggestions to Dave Shaw.

8. Reports and Correspondence.

Possible projects -

Redhill Primary School – No information to hand.

Forest Trail Equipment – More information required.

BTO Bird Boxes No further communication.

REMAP. Details requested, no reply to date.

Wade Street church.- Chairs for refurb. Members to be asked if they are able to help. Secretary to advise Newsletter Editor.

FoHP Bus Stops/Flower Boxes. – These will be given priority due to the previous relationship and a generous donation.

Rugeley in Bloom – These were in hand at close down and we await further instruction.

9. AGM.

Constitution needs updating.

Details on advantages of becoming a Registered Charity and/or becoming Incorporated need defining. Secretary to investigate for review.

10. AOB

Secretary to check insurance policies re:

Is 'Product Liability' (claims arising from anything the Shed makes/repairs etc. and then supplies/sells/donates) included and, if so a summary of the cover;

Being 'Unincorporated' are the Committee members, as Trustees of Shed funds and property etc., covered for personal liability in the event of claims?

Date of next CCS Committee Meeting Tuesday 4th May 2021 10.30am.

MINUTES OF THE COMMITTEE MEETING ON MONDAY 1ST MARCH 2021

Present – Dave Shaw – Chair, Leslie Jewkes – Vice Chair, Graham Johnson – Treasurer, Barry James - H&S Officer, Pete Ross – Webmaster/Publicity, Avril Green – Secretary.

1 Apologies

Anne Wallbank. – Magazine Editor, Tim Cutler – Project Manager.

2 Minutes

Accepted by Dave Shaw, Seconded by Barry James.

3 Matters Arising

Pete asked if all members had been contacted regarding the AGM postponement. A notice had been sent out that it would be delayed unless members preferred a Zoom meeting. The few replies preferred to wait.

4 Bank Balance

Treasurer reports that the current balance is £7409.66 with spending only on Insurance now due.

5 Membership/Enquiries

Concession Fees – after general discussion it was decided that as we have considerably reduced Annual Fees we no longer need to have a Concession Fee.

Fees to be £2.50 per month for all members on reopening or joining month. Payable before AGM for voting rights.

Chair confirmed that previous membership will continue until we are able to open up again.

There was general discussion on signing in and the collection of Subs for each session. A book will be supplied for members to sign in and out and the Supervisor of the day will collect the Subs. Further discussion is needed on who will hold the funds until they can be given to the Treasurer.

A notice will be on the front cover of the signing in book wording to be advised by Vice Chair.

Supervisors are needed but a previous request has not brought any offers. We will put it on the Agenda at the AGM.

Following item 10 on July 2020 Minutes. The Treasurer suggests that he makes further enquiries regarding a Safe. This led to a general discussion and agreement that he could proceed and that we would add it to the next Agenda.....

... Membership and Enquirer's details. Pete said that confusion is being felt by Committee members as lists are not being updated by and sent from one responsible person. Graham agreed to take over the control of the lists and circulation.

Publicity enquiries were answered by different people and discussion by Committee members preferred to keep one email address as:

enquiries@cannockchashed.org and not to split emails into separate categories.

Our Facebook page is not very popular at the moment and promotion is needed. Secretary to contact 'Real awl about it' Editor Anne and ask for some promotion in the next issue.

H&S Officer Barry, was in contact with Henrietta Piggott at IHL Cannock.

She confirmed that our Risk Assessment has been received by IHL.

She is the first direct contact that we have with our Landlords rather than the Museum which has been very frustrating in the past.

6 Funding

We have a reply from Brindley Heath Parish Council to our Grant application. They feel that we are not spending at the moment and our bank has sufficient funds for the time being they will not be giving us a Grant but that we may apply again next year.

Bridgtown Parish Council were interested in our Group and are promoting us in Bridgtown. They asked for more information and will consider us this month at the PC meeting.

Easyfundraiser account shows that we have £16.16 to come. They disallowed some items one was for £10.00. Unsure when the pay-out is expected but they pay when £15.00 is reached and a month after that. Co-op Community Fund. Today the balance stands at £690.06 and there are still some months to run. We should reach the maximum amount of £1000.00. Interim payment was mentioned but not materialised to date.

7 Salvation Army.

There has been no progress either way. The Chair will email to keep in contact.

8 Update on Constitution & Standing Orders.

Secretary confirmed that we have no 'Standing Orders,' all of our rules are in our Constitution. There are 2 copies of the Constitution differing slightly. The original one still stands until the AGM.....

...Committee Members were asked to re-read and make note of any alteration needed for review.

9 Reports & Correspondence.

Leslie gave a presentation on behalf of our Shed to Support Staffordshire's Loneliness, Befriending & Support in Cannock Seminar.

Other groups may be suitable for a working relationship. Local Social Prescriber's & Help a Squaddie in Rugeley.

IHL were also in attendance.

Tim sent a report in his absence. He has collected small tools, a workmate bench, 2 small metalwork vices & an old brace and bit.

All from Jane in Cannock. No further information on this donor.

10 AGM

We agreed to ask members their views on applying to become a Charity and to fully explain the advantages.

We are unsure of the notice sent to all members earlier in the year relating to the postponement or Zoom the AGM. Secretary to check and get back to Committee.

11 Insurance

Employee & Public Liability Year 2021 – 2022 This has now been paid.

12 AOB

We decided to change our Committee meetings to a non-Shed day as reopening is now possible. We agreed to alter to a Tuesday from next month leaving every Monday free for the Shedchat open get togethers.

Date of next meeting Tuesday 6th April 2021 10.30am

Minutes of the Committee Meeting on Monday 1st February 2021

Present: Dave Shaw- Chair, Leslie Jewkes – Vice Chair, Graham Johnson – Treasurer, Barry James – Health & Safety Officer, Pete Ross – Web Master, Tim Cutler - Projects Manager, Avril Green - Fundraiser/Secretary.

1. Apologies

Anne Wallbank – Magazine Editor.

2. Minutes

Accepted by Dave Shaw, Seconded by Barry James.

3. Matters Arising

Update on Web Page provider one.com. Pete has been in contact with them. We are signed up for another year but we will need to look at it again later in the year July/August time. Current charges £49.72, projected to increase next year to £62.00 which includes hosting of £12.00. We have more space than we currently need. Back up is included but not recovery, which would need to be paid for if needed.

4. Treasurer's Report

Current balance (year-end) £7729.40 + £11.80 Petty Cash. Old records now on disc and in the care of Treasurer. No spending during January 2021.

5. Membership.

Pete asked for clarification on concessions. Chair confirmed Annual Fee will be £30.00 per annum pro rata with Concession at £20.00.

i.e. £2.50 & £1.67 per month.

6. Funding report.

Grants received from Rugeley Town Council £500.00, Huntington Parish Council, Warburtons £400.00.

One application during January 2021 – Mathew Good Foundation – Open amount.

7. BTO – West Midlands Ringing Group.

They have given us a very good promotion on their web site. A copy was given to Committee members. General discussion on Members making Bird Boxes at home. We prefer that they be made under Project Manager's guidance when we are able to work together.

8. Salvation Army.

No further correspondence.

9. Correspondence.

Email from Co-op Funding asked for details for an interim payment due after 31st January.

Letter from Lucy Watkin – Manager of The Wood Shack, Sutton Coldfield. Inviting us to their wood yard or requesting a visit to our Shed for mutual benefit of both Organisations. 10% discount offered to Shed members on proof of CCS membership.

10. AGM

We are still unable to proceed with arrangements for our AGM due March 2021. We agreed that all Committee members stay in place until we are able to offer a date.

It was agreed to inform all members via email of the Committee's decision to postpone the AGM until it was possible to hold it physically rather than Zoom.

Pete was asked to include on the website and Facebook page an invitation to members and enquirers to join the general Monday a.m. Zoom chats.

11. Insurance.

Secretary to chase. Due on 17th February 2021.

11. Committee Meeting Dates

Chair to approve and distribute to Committee Members.

12. AOB

Secretary suggested that Web-Master take on advertising from Secretary as Adverts and info on site is more up to date. Agreed.

Date of next Meeting Monday 1st March 2021 10.30 am.

Minutes of the Committee Meeting on Monday 4th January 2021

Present- Dave Shaw – Chair, Leslie Jewkes – Vice Chair, Graham Johnson – Treasurer, Barry James – Health & Safety, Pete Ross – Web Master, Tim Cutler – Projects Manager, Avril Green – Fundraiser/Secretary.

1. Apologies.

Anne Wallbank

2. Minutes.

Accepted. Proposed by Dave Shaw, Seconded by Barry James.

3. Matters Arising

Leslie informed the Committee that wood for the special owl bird boxes could not be priced or purchased as the Wood Yard is currently closed.

4. Treasurer's Report.

2 Grants of £250.00 by Cannock Wood PC & Staffordshire CC for Climate Change increased the balance to £6829.12 with £11.84 in petty cash. No further spending.

Pete brought the Committee's attention to the web-site payment in December of £49.72 not shown on our accounts and a considerable increase in last year's premium. Graham and Pete were asked to investigate further. Committee requests that the bank account be checked for Standing Orders and Direct Debits still being processed.

5. Membership

A list to be sent out to all Committee members with updates when necessary. Chair suggested that Session Fees remain in place at £1.00 per session as it amounted to a considerable additional spending amount over the year. Leslie supported the concept of Session Fees as a token of commitment and 'belonging' to CCS.

Full Committee agreement. Annual Subs have already been reduced for 2021/2022 to £30.00 pro rata.

6. IHL/Museum

We agreed that we would not be pursuing any further improvements until we have more information following our letter of intent to the Salvation Army.

7. Funding.

We have made the following applications for a Grant from

| | |
|-----------------------------|---------|
| Hednesford Town Council | £250.00 |
| Hatherton Parish Council | £250.00 |
| Huntington Parish Council | £250.00 |
| Rugeley Town Council | £500.00 |
| Heath Hayes & Wimblebury PC | £250.00 |
| Norton Canes Parish Council | £250.00 |
| Brereton & Ravenhill PC | £250.00 |
| Bridgtown Parish Council | £100.00 |

An update on Co-op Community Fund £35.00+ to date. 9 more months to run.

8. Donations.

We have been given 2 heavy-duty plastic tables with metal legs. These are in storage with Avril Green until required.

9. Shed Doors.

No further action. This matter was dealt with under item 5.

10. BTfO – West Midlands Ringing Group.

Secretary reported from web site it appears that they are not meeting at the moment. Wood to be offered to Members for building boxes at home was dealt with earlier under item 3.

11. Salvation Army.

Following the visit by Chair and Health & Safety, and our letter of intent requested by Gary Chatburn - we await a response. We realise that the building will need a great deal of time and money to renovate. We would fit out internally only to our requirements.

12. Correspondence.

Following a reminder from Barry H&S, the Secretary approached our Insurance Broker Export and General for a Renewal Quote as the CCS Insurance is due on 17th February. This should have been received by them today 4th January as it is the first working day of the year.

13. AGM

A notice to be sent to all members and enquirers of CCS that the Committee suggest a postponement of the AGM until we are able to meet again after the current pandemic is over and it would be safe to do so. We would also ask if members would prefer to meet on the 1st Monday in March – AGM due date - via Zoom web meeting. If that is preferred to inform the CCS Secretary in time for February 2021 Committee Meeting.

14.AOB

A list of Committee meeting dates to be sent to all Committee members before the next Committee meeting.

The Meeting closed at 11.00am.

The next CCS Committee Meeting to be:
Monday 1st February 2021 at 10.30am.