

COMMITTEE MEETING NOTES 28 OCTOBER 2019

Attendees:

David Causer (Chair)
 Leslie Jewkes
 Barry James
 Graham Johnson
 Avril Green
 Peter Dallaway

Secretary's Notes:

1. The order of items was changed during the meeting and some decisions were made under different heading but I have noted them in these Meeting Notes under the item that they appertain to. E.g. insurance excess costs under Budget not Constitution.

2. Post meeting it was decided to meet on Monday 4 Nov at 0930 to discuss Project Management and Approval in Lamp Room. Also to be available for contractor meeting if necessary

ITEM	DISCUSSION	ACTION
Update on IHL work (lighting and heating)	Fire extinguishers: understood that a request has been made by museum and will be actioned at next annual inspection on Jan 20.	DC
	Electricity and water scheduled for fitting and connection on 4 Nov19. We will try and schedule a meeting with contractors before or on installation day to finalise position of sockets etc.	
	Lighting: we were advised this appears to have been omitted from contract. Local alternative lighting to be arranged once electricity connected. Design and quote to be arranged.	DC
	Heating: it was considered that gas would not be allowed by landlord or insurance. Electric alternative to be considered.	
	Meeting with IHL. Museum (Rachel) is trying to set up a meeting with IHL and Shed to resolve any issues and future needs and implementation. Agenda items requested.	ALL
	Rent Agreement and payment of electric costs to be pursued after electric and water supply connected and if (when) an electric meter is installed. (Secretary's Note: Should this be part of meeting with IHL or addressed separately with local Museum staff?)	ALL
Constitution; Insurance and indemnity	The signed original signed Constitution	ALL to

issues	<p>was provided by DC (currently held by AG), he advised that any changes would have to be approved by EGM or AGM (Scheduled for Jan 20.)</p> <p>Insurance: we have both Employee and Public Liability insurance which covers all fully paid up members of the Shed for all practical and administrative activities. Visitors are covered by Shed's Public Liability in the Garage and Yard. Other locations on Museum site covered by their insurance. We do need to have a Visitors Book. LJ said he would provide one.</p>	<p>note</p> <p>LJ</p>
Account and membership update including end of year forecast	<p>GJ presented a paper showing the position to date and a forecast to the end of year. Currently there is a total balance of £1809.93 spread between bank £1765.38 and petty cash £44.55, this does not include any further donations. The committee thanked GJ for the report (copy attached) as it provides a sound base for the future.</p> <p>AG suggested that we need a reserve of £250 to cover insurance excess in the case of a claim.</p> <p>When discussing day to day operations of the Shed it was agreed that a fund should be made available for consumables and low cost tooling.</p>	<p>ALL to note</p>
2020 Operating Plan and Budget	<p>DC presented a proposal for an Operational Plan and associated budget needs for financial year 2020/2021. (copy attached). Whilst the Committee agreed in varying degrees with the broad aims of this plan there was serious opposition to the "Shed Sales" section of the plan. The issue being with the perceived need to generate projects to develop an income stream and the associated cost. The general consensus being that we do need a plan but that we should live within our means based on member's subscriptions and attendance funds and future donations. No agreement was reached on adopting the plan as the way forward and to revisit the issue at next meeting.</p>	<p>ALL to note and provide plans to reflect their views</p>
Priority tools/equipment needed list and Funding/Grant application update. Dust extraction: which?	<p>AG provided a list of various Funding Applications (copy attached). The main points being: grant totalling £500 for tools from People Helping People (PHP) has</p>	<p>AG and ALL to note</p>

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	<p>been granted. ?? Lions have agreed to fund next years Insurance, in total this will be in the order of £800 to £1000 pounds, dependent on insurance cost.</p> <p>The dust extraction equipment was defined as being two type M filtration units and a fast high volume local extraction unit. LJ and BJ provided manufacturers and cost details to allow a funding bid to be prepared and submitted.</p> <p>Other funding applications dependant on copy of signed Constitution can now be processed.</p> <p>(Meeting suspended at this juncture.)</p>	
Funding/Grant application update	Dealt with above.	
Shed management between Meetings inc: Review/Approval of grant application, project approval, day book	Agreed need for a day Book and regular briefing and reminders of Health and Safety and tool training issues. Format and responsibility for to be decided.	ALL to note
Membership Secretary	Not discussed.	AG
AGM & General Meetings dates	AG tabled a list of proposed meeting and AGM dates, copy attached can members please review (ex-meeting) and indicate agreement or otherwise.	ALL members
AOB	Not discussed	

THE MEETING BROKE UP DURING DISCUSSION ON GRANT APPLICATION, FUNDING AND TOOLING AS MEMBERS HAD TO LEAVE AND NO QUORAM WAS IN PLACE.

DC 5 papers x2
 AG " x2
 GJ " x1