

## **MINUTES OF THE CANNOCK CHASE SHED COMMITTEE**

### **ALL 2020 MEETINGS BELOW**

#### **Extra-Ordinary Committee Meeting Friday 11<sup>th</sup> December 2020 10.30am**

Present, Chair – Dave Shaw, Vice Chair – Leslie Jewkes, Treasurer – Graham Johnson, Health & Safety – Barry James, Web-master – Pete Ross, Secretary – Avril Green.

We have been asked to submit an 'expression of interest' after Barry & Dave did a preliminary visit to the Salvation Army derelict warehouse building in Hednesford.

A report was issued to all CCS Committee members following their invited visit to view the premises.

Significant structural work and essential fittings need to be carried out by the Facilities Dept of the SA. At this point it was uncertain what were their intentions.

Dave and Barry agreed that it needs a new flat roof to replace and/or make safe the existing asbestos panels and then plaster boarding, toilets and sink with related plumbing. There were good looking radiators already in place on outside walls but not any apparent heat source. It could be in the main building. The main building has a new replacement boiler which would probably be for the main building only. It looked around 60kW capacity.

SA will decide on progress of the asbestos roof. It is an expensive cost to replace and specialised work. They may just seal as that cost is a considerably cheaper option.

There is a huge amount of work before any occupation.

SA has shown a preference for multi-occupation, maybe shared with the Hednesford Scout Group.

CCS will send our expression of interest in single occupancy of the whole building as half would be 12 x 10 metres and that size is not large enough to justify spending time and commitment on a space that we could not use for our intended expansion.

There is no on-site parking except for a small area suitable for 2-3 disabled vehicles but there is an entrance to a free large car park opposite used by British Rail passengers and local shoppers.

Our needs are for disabled access, preferred sole occupancy, long term rental agreement. 10 years minimum. A copy of the SA viewing survey will be requested.

Barry will draft our expression of interest and Committee members can add items that they feel should be included. Dave will decide on final submission and instruct Secretary to prepare the application.

Meeting concluded at approximately 11.15am

## **Minutes of the Committee Meeting on Monday 7th December 2020**

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 – Secretary/Fundraiser.

### **1. Apologies**

Anne Wallbank – Assistant Secretary/Magazine Editor.

### **2. Minutes**

November Minutes accepted by Dave Shaw, Seconded by Les Jewkes.

### **3. Matters arising**

No Matters arising

### **Treasurers Report**

Bank Balance - £6325.12

Annual payment to UKMSA of £24.00 accepted by the Committee.

### **4. Membership**

Secretary to send up to date list of members and enquirers to Committee members so that it can be updated where necessary.

Barry suggests a leaflet be compiled to be given out to enquirer's and to use for funding applications. This could show what facilities we had, projects done and equipment that we already had available.

An open day was suggested and met with approval for when the Shed was reopened

### **5. IHL/Museum**

No further progress

### **6. Funding**

We have made an application to Cannock Wood Parish Council for £300.00 for projects in hand – Bird boxes and Troughs for Rugeley in Bloom.

An update on the Co-op Local Community Fund. £16.00+ has already been given and there are 10 months still to run.

### **7. Donations.**

We had a few donated tools – A Log Saw, Screw drivers, Stanley knives, And several hammers most of which could be sold at a fundraising event. A letter of thanks was sent on behalf of the Chair and tools are in storage with Avril Green.

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### **8. Shed Doors.**

No further progress.

### **9. British Trust for Ornithology – West Midlands Group**

Details of the bird boxes were to be in our current magazine for members to make at home until we are able to use our building again. Les will price up the cost of special wood need for the Barn Owl boxes with a view to us buying the wood for members to assemble.

The New Life Charity shop have offered some hardwood which might be suitable for bird boxes. They are willing to store it for us until the Covid Pandemic is over.

#### **10. Salvation Army**

Dave has kept contact with Gary Chatburn – Major at Hednesford branch. The building offered has an asbestos roof which is unsuitable for use until it has been inspected and approved.

General discussion was that we keep the site in mind and ask if we could build our own Shed or use a ready-made Container suitable for our purpose if the warehouse was declared unusable. Chair & Health and Safety will visit site when it is declared safe to do so.

#### **11. Correspondence**

Dave has spoken to Ron Garbett via a family member. He lives a distance away but know the area well. Dave Pursall and Pete have made contact.

Secretary has sent email and attached copies of 'Read awl about it'

#### **AOB**

Pete has been in contact with Anne the editor of our newsletter. Due to family health problems she is unable to continue as a full Committee member but will continue with the newsletter until someone can be found who is willing to take it over.

**Date of the next Committee meeting will be Monday 4<sup>th</sup> January 2021 at 10.30am.**

## **Minutes of Committee Meeting on Monday 2<sup>nd</sup> November 2020**

Present: Dave Shaw – Chair; Leslie Jewkes – Vice Chair; Graham Johnson – Treasurer; Barry James – H&S; Pete Ross – Web Master; Avril Green – Secretary/Fundraiser.

1. **Apologies.**

Anne Wallbank – Assistant Secretary/Magazine Editor

Tim Cutler – Projects' Manager

2. **Minutes.**

October Minutes accepted by Leslie Jewkes, seconded by Barry James.

3. **Matters Arising.**

No Matters Arising

4. **Treasurer's report.**

Bank balance remains at £6353.12.

Chair suggests no further spending until we have an opening date.

5. **Membership**

It was suggested that for a more professional look on our new Membership cards we use a numbering machine. After discussion it was decided to leave a decision until we have an opening date and therefore a renewing of membership.

6. **IHL/Museum**

Barry stated that we have to accept that the Shed will not be opening until next year due to the latest development of a national lockdown due to Covid 19 virus.

Plans sent by Barry to all members of the Committee were discussed. They included:

a. Plan of 2 metre social distancing workspace layout

b. A detailed list of Covid safety procedures.

Both were accepted by all Committee members present and are to be sent to Anne for publication and Pete to add to the website.

7. **Funding**

2 Applications this month:

- a. Co-op Local Community Fund. For up to £1000.00 open funding. This is a fund that is generated by shoppers at Cannock - Longford Road, & Huntington - Stafford Road, Co-op stores, who buy Co-op brand products. Equal shares of a 'reward' will go to the three Community Groups chosen by the Co-op. If we want all of our 'reward' to go to the Shed we have to contact them – details on the receipt - We need to promote this on our website, Facebook and by our in-store purchases. Anne to be asked to make mention in the next magazine.
- b. Warburtons Families Matter – Community Fund £300.00 was applied for from a possible £400 as we have funds already in hand which were in readiness for promised special birdboxes for BTO - W/M Ringing Group (see below).

8. **Donations**

Tim reports that there was no donation to the Shed last month.

9. **Shed Doors**

Until measurements are obtained we are unable to make any progress with obtaining quotes for the Shed doors.

10. **British Trust for Ornithology – West Midlands Group.**

Tim had contacted them but nothing further has come back to date. It was suggested that we offer our members the chance to make the bird boxes at home if we can obtain required details from WMG. Chair instructed Secretary to write and offer our services.

11. **Friends of Hednesford Park.**

We are waiting for Lynn Evans to give instructions for cladding the metal posts but this will be on hold until Pandemic is over.

**12. Enterprise Centre – Doug Blank.**

There was a general discussion on if we should approach Doug Blank again for a Unit on his site.

Until we can price up the cost of the covered access and new Shed doors we decided to put on hold any further approach but to keep in mind that it would be a suitable place for the Shed if the opportunity should arise.

**13. Correspondence**

- a. Support Staffordshire have asked us to fill in this year's Census. This was done by the Secretary.
- b. Gary Chatburn of Hednesford branch of the Salvation Army has emailed to see if we can work together. The Chair will make contact to see what, if anything, is on offer or required.
- c. UKMSA has asked for annual fees now due. Treasurer has asked for an invoice so that we can pay by direct debit.

**14. AOB**

- a. Pete asked if we intended to gain Charity status. Secretary reminded members that it was on the AGM Agenda for March 2021 as it has to be put to a full membership to vote and agree before we could proceed.
- b. There was a general discussion on a Christmas get together of some sort, suggested by Leslie, perhaps outside the Shed or in the Park. We would decide at the next meeting if this was possible as it would be hopefully after the current Covid Pandemic lockdown would be over.

**The date of next meeting is Monday 7<sup>th</sup> December at 10.30am.**

## Minutes of Committee Meeting on Monday 5<sup>th</sup> October 2020

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

**1. Apologies.**

Anne Wallbank – Assistant Secretary/Magazine Editor

**2. Minutes**

September 2020 Minutes approved by Dave Shaw Seconded by Graham Johnson.

**3. Matters arising.**

No matters arising.

**4. Treasurers Report.**

Current bank balance stands at £6353.12.

Approved spending of £5.99 for Membership Cards.

**5. Membership.**

New cards now available Treasurer and Secretary to liaise when renewal fees become due.

**6. IHL/Museum of Cannock Chase.**

Phone call from Rachael at the Museum to Chair. Museum to open for Schools only at present. CCS maybe able to gain access to Shed building late October. More information to follow.

**7. Keeping in touch with members.**

Current Minutes to be sent to Anne asap for items to be used which may be suitable for the CCS Magazine the same week end.

**8. UKMSA Renewal Fees.**

Notice has been sent that annual fees are now due. We agreed to renew our membership to the UK Men's Shed Association for the current year by bank transfer.

**9. Funding.**

No Funding Applications made during September 2020.

**10. Donations.**

Tim said that a Wood lathe had been donated to our Shed but it was in a poor state of repair and it would cost in the region of £23.00 to rectify. As we already had 2 Lathes he did not recommend spending any money on it.

Dave took up an invitation from Aldridge Men's Shed to visit their site now that they have reopened. They wear masks and have temperature check and sign in on entering the building. Hand washing was encouraged. 6 people were in attendance 4 members with 2 Supervisors. Booking was essential. Own drinks were brought by each member. Dave said that he felt safe and secure. Barry would review our own H&S in readiness. QR code issued by



UKMSA was in use. We also have it and Anne will be asked to print in in the next issue of CCS mag.

Aldridge Shed donated the following tools, Pillar Drill, 2 small electric Screw Drivers, an electric Drill and a Nailer. A dust extractor was offered but not taken. There was general discussion on whether it would be useful being a large item and there being insufficient room for storage inside the Shed it would have to be attached to the outside.

**11. Shed Doors.**

No further action for the present.

**12. Shed Email enquiries.**

Current email procedure is uncertain and maybe causing confusion. Reply emails should be cc'd to the Shed so that all Committee members are aware that the email has been answered.

**13. BTO – West Midlands Ringing Group.**

We are unable to start on the bird boxes until we are open. Tim will contact Paul Hopwood – Secretary of WMRG.

**14. FOHP Display Board for Lynn Evans.**

Barry has a photo of the item that is required. He will send it to Anne for inclusion in the next CCS mag.

**15. AOB.**

There was no further business.

The Meeting closed at 11.30 approximately.

**The Date of the next meeting will be Monday 2<sup>nd</sup> November at 10.30am**

## Minutes of Committee Meeting on Monday 7<sup>th</sup> September 2020

Present. Dave Shaw - Chair, Graham Johnson – Treasurer, Barry James -H&S,  
Tim Cutler – Project Manager, Avril Green Secretary/Fundraiser.

### **1. Apologies.**

Anne Wallbank. Leslie Jewkes. Pete Ross.

### **2. Minutes**

August Minutes approved by Dave Shaw & Seconded by Tim Cutler.

### **3. Matters arising**

No matters arising.

### **4. Treasurers Report.**

Current balance £6359.11

Approved spending on extra face masks (reduced price) to the amount of approximately £10.00 approved by Dave Shaw & Barry James

### **5. Membership**

A new numbered membership card to be issued from February 2021.

Numbers will be issued by the Treasurer. A new form will be given to all new members and advertised on our web site & in our own magazine.

3 members had paid fees in advance. Letters had been sent to 2 of them asking if they would like a refund due to reduced Subs for next year and current closure. As no reply had been received it was agreed that the monies would be transferred to 'Donations' and removed from Fees and Sub's. To be refunded at a later date if requested. The third member had already donated his fee.

Dave suggested a reviewed Subscription rate of £30.00 to be paid in full from February 1<sup>st</sup> 2021. New members rate as follows –

February 1<sup>st</sup> to May 31<sup>st</sup> - £30.00 until Jan 31<sup>st</sup> the following year, £30.00 thereafter.

June 1<sup>st</sup> to September 30<sup>th</sup> - £20.00 until Jan 31<sup>st</sup> the following year, £30.00 thereafter.

October 1<sup>st</sup> to January 31<sup>st</sup> - £10.00 until February 1<sup>st</sup> the following year, £30.00 per year thereafter.

£20.00 concessionary rate was also agreed on.

To start this year so any new members starting when we reopen to pay £10.00 then on February 1<sup>st</sup> 2021 and £30.00. Every member then to be issued with a new membership card from 1<sup>st</sup> February.

This was agreed by all members of the Committee present.

## **6. IHL/Museum**

No further information from the Museum on CCS being able to open. Secretary contacted Museum to ask if there was any post – Electric bill. Racheal said she would contact us if any post arrived.

### **Keeping in touch with Members**

Our CCS Magazine will be issued on a monthly basis due to our Editor Anne Wallbank having domestic issues. A temporary Editor had offered to help but the limited services made it unworkable.

## **7. Funding.**

Fundraiser has applied to Groundworks/Tesco Bags for £1000.00. For £500 - wood, £200 - metal, £300 -tools. No result to date.

## **8. Donations**

Tim Cutler reported no donations were given in August.

## **9. Shed Doors.**

Planning permission and CCDC Planning Inspections were definitely required at an approximate cost of £650.00 added to the cost of the doors. No Quotes had been obtained but 3 will be obtained when the Shed is able to open. Zero Threshold needed and possible a ramp for safety and flood protection. Ideas would be welcome.

## **10.Repair Shop.**

On reflection and in response to a letter from Hednesford Councillor Paul Woodhead it was agreed that we would inform our members of the new venture in Hednesford Town and that any offers of help for Bella's Community Café would be appreciated. Contact Councillor Woodhead directly via his web site.

## **11. BOT- West Midlands Ringing Group.**

Following their request to make special bird boxes we are pleased to offer any help that we can as soon as we are open again. Secretary to contact their Secretary - Paul Hopwood giving contact details of our Project Co-ordinator Tim Cutler.

## **12. FOHP Display Boards for Lynn Evans.**

After a meeting with Lynn it was agreed that we would make the boards in conjunction with another source who would be making the metal frames. Photos of what was required are in hand.

## **13.AOB**

There was no further business to be discussed. The meeting closed at 12.30pm

Next meeting will be at 10.30 am on Monday 5<sup>th</sup> October 2020.

## Minutes of Committee Meeting on Monday 3<sup>rd</sup> August 2020

Present. Dave Shaw – Chair, Leslie Jewkes – Vice Chair, Graham Johnson – Treasurer, Barry James – H&S, Tim Cutler – Project Co-ordinator, Avril Green – Secretary/fundraiser, Anne Wallbank – Ass Secretary/Magazine Editor, Pete Ross – Website/Facebook Manager.

### **1. Apologies.**

All in attendance.

### **2. Minutes.**

July minutes approved by Barry James & Seconded by Dave Shaw.

### **3. Matters arising.**

No Matters Arising.

### **4. Treasurers Report.**

No Bank Statement available.

No Approved spending available.

### **5. Membership**

General discussion on reduced Fees for 2021/2022. Annual Fees will be reduced to £30.00 per year from Feb 2021 Payable in 2 halves acceptable – February/August. Refunds to the 3 people who have paid for this current year was recommended by Graham but decision was deferred until all 3 members had been contacted. Two advance payers are Committee members. Secretary to contact third payer - Stan Whincup, to ask if advance payment should be paid back or treated as a donation.

Daily Subs will go into Reserve and not to be referred to as Tea money as Funding was already given.

There was little interest from members relating to starting CCS back up at the moment but Committee members agreed that we would meet up for a face-to-face meeting at Hednesford Park on Tuesday 11<sup>th</sup> August at 10.00am.

### **6. IHL Museum.**

There had been no response to date from Barry's Risk Analysis forwarded to the Museum. No Museum opening date had been obtained.

Pete suggested that general enquiries could now be made with a view to larger premises. If we could be on waiting list for suitable local workspace to find the cost of rent and rates etc. We could perhaps request Funding to cover shortfall of income from Fees & Subs. Avril to contact Doug Blanks at Cannock Chase Enterprise Centre.

There is no rush as we have available space for the present. It is Supervisors that we need to open & close for more hours and more days.

### **7. Keeping in contact with Members.**

Anne continues to issue a new CCS magazine to all members twice a month. UKMS also issue a monthly magazine which is sent to all CCS members direct.

Committee members are in phone contact with general membership.

Visitors are not covered by Insurance so a maximum of 3 visits per person only can be permitted after that Full membership is required.

### **8. Funding.**

Avril has made 2 applications for a Grant from Staffordshire C.C. for aid to help with the Covid 19 Pandemic. We spent £120.00 on essential items directly related to returning to CCS. Our application has been approved.

Easyfundraising continues to drip in to our online account but as yet we have not made the minimum £15 00. For a pay-out.

### **9. Donations.**

No further donations of tools/money for this month.

### **10. Shed Door,**

Barry did extensive research into suitable structure items and costs. This has proved to be far more involved that was inially thought. CCS being in a Commercial building would mean planning consent, building inspections, change to ground works and then the cost of the door and security measures.

We do not have reserves to cover this now large expense and Avril reminds us that we are unable to get funding for any building work on a building that is not owned by CCS.

Graham suggested another supplier who may be cheaper but until we are able to open CCS we would be unable to obtain a Quote.

### **11. Reopening**

Barry said that we are fully prepared but unable to make any decisions until the Museum has given an open date as we cannot obtain our keys. UKMS have a live streaming on 'Unlocking the Shed' on 6<sup>th</sup> August at 2.00pm. It will be recorded for watching at a later time.

## **12.AOB**

Leslie has spoken to Lynn Evans of Friends of Hednesford Park. They need a display board on a metal frame for a walking project that they have in hand. Tim said that we can do it but need more info which we hope to get if she can meet us in the Park on 11<sup>th</sup> August. Leslie will liaise with Lynn.

The Meeting concluded at 12.00am

The next meeting will be on Monday 7<sup>th</sup> September at 10.30am

## Minutes of Committee Meeting on Monday 6<sup>th</sup> July 2020

Present. Dave Shaw – Chair, Leslie Jewkes – Vice Chair, Graham Johnson – Treasurer, Barry James – H&S, Tim Cutler – Project Co-ordinator, Avril Green – Secretary/Fundraiser, Anne Wallbank – Ass Secretary/Magazine Editor, Pete Ross – Web-site/Facebook Manager.

### **1. Apologies.**

All in attendance

### **2. Minutes**

June Minutes approved by Dave Shaw Seconded by Graham Johnson.

### **3. Matters arising**

Item 5 in June Minutes – Back up is to our CCS enquiry emails only not on CCS website or Facebook as it would add to costs.

Item 13 in June Minutes - Notify all other Committee members when an email has been answered and by whom by copying in cc.

Anne would like a copy of last Funding Application list.

### **4. Treasurers Report**

Bank balance £6225.50

Ring fenced grant money not yet spent approximately £2000.00

### **5. Membership**

Dave had an enquiry from a prospective new member living in Walsall. Contact will be made again when we are open as normal.

We agree to that no further Fees will be expected from Members unless they are new until January 2021.

### **6. IHL**

Dave Shaw spoke to Rachel at the Museum and was informed that they have no plans to open for the next two weeks. Leigh Bellingham is the new Centre Manager. Dave will keep in contact.

### **7. Keeping in touch with Members**

Feedback from Current members show that many are getting low without the Shed. Leslie suggested that we have an outside get together in the Park. General discussion on how we could run the Shed and how many members could attend per session.

Anne will post a notice in the next mag asking members if they wish to have an informal Monday morning meet and if so to bring their own chairs and refreshments.

### **8. Funding applications.**

Avril Made one application to the Co-op Community Fund. This is part 1, and so far, is not specific. Maximum funding is £1500.

### **9. Donations.**

Tim Cutler Collected some donated hand tools and a work bench from Mr Colin Downs from Hazelslade and assorted electrical, hand tools and an extension cable which came from Mr & Mrs Curr of Lichfield.

### **10. A Safe.**

Graham Believes that a Safe would be useful for the safekeeping of Subs when he is not in attendance. Several options have been looked into but nothing has yet been found to be suitable for our Shed. More info needed.

### **11.Risk Analysis – Covid 19 Protection.**

Barry did a detailed report and circulated it together with a rules list to all members of the Committee for comments. Items were listed and discussed item by item. No vote was taken as all were in full agreement.

Masks and gloves have been purchased by Graham for members use together with disinfectant spray and wipes. Notices will be printed by Barry.

Anne will show rules in the next issue of our members magazine.

Barry said that we need to see a copy of the Museum's risk assessment because there will be some overlap with ours.

Leslie said that we need to discuss with the Museum who is responsible for cleaning of the toilets.

### **12.Shed Door**

Permission has been given by IHL for us to provide an improved front door to our Shed. After a short discussion we agreed that we would ask Anne to ask our members if they had any ideas or connections.

The Meeting concluded at 11.50.

The next Meeting will be at 10.30 on Monday 3<sup>rd</sup> August 2020.



## Minutes of Committee Meeting on Monday 1<sup>st</sup> June 2020

### **1. Apologies**

All in attendance.

### **2. Matters arising**

No matters arising.

April Minutes approved by Dave Shaw. Seconded by Leslie Jewkes.

### **3. Membership.**

No change to current membership.

Reducing fees as members are unable to join in Shed activities because of closedown was generally discussed. We have sufficient funds at present. We may reduce fees when due but make no decision for the present referred to discuss again at August Committee Meeting.

### **4. Treasurer's Report.**

Current bank balance is £6344.00 No debts outstanding.

Grants not spent due to shutdown causing delivery problems to Shed site and guarantees becoming outdated.

Screws for outdoor furniture etc will need to be purchased.

Cheque signatories are now Chair-Dave Shaw, Treasurer-Graham Johnson and Vice-Chair Leslie Jewkes.

Graham has been to Shed site to check all is well during closedown.

### **5. Website**

Pete Ross web site manager reports that the site is up and running well. We now have a back-up system. Copies of incoming emails are sent to all members of the Committee for the appropriate person to deal with. Pete suggested that our CCS Magazine be posted onto the website but we know we sometimes may be infringing publishing rights so we agreed to keep it to members only.

### **6. Facebook.**

Pete has helped Tim and Avril to close their Facebook pages which were both running info on the Shed. He has set up a new Page dedicated to the Shed but enables others to post as necessary. We need to use it and spread the word.

## **7. IHL.**

No update as we are unable to gain access to the post while the Museum is closed until closedown ends.

## **8. After lockdown Procedure.**

Barry – H&S has been working on a new risk assessment for when we return. It outlines each safety issue, what needs to be done differently and what needs to be achieved. It covers issues such as use of the toilet, drink making and safe working distances. Barry will be sending out some of this information to committee members for their opinions. We are hoping that UK Men's Shed.....

Association will be sending out guidance to Sheds as well to help achieve this. We were reminded all that we must be tidier and get rid of our rubbish. More signs are needed.

Shed days will be limited access when we start to open again. Probably A supervisor and no more than 3 others. Graham feels that we need to get a Safe as soon as we can. Preferably one that is card operated. Graham to price and advise.

## **9. Funding applications.**

No further Funding application have been made during closedown. Avril – Fundraiser has registered CCs with Easyfundrasing and found it to work well. We need to obtain at £15.00 before the funds get released to CCS bank account. Barry, Anne & Avril have already made purchases using Easyfundraiser. Permission from the Committee was given for Avril to send notice to members to follow up on post in CCS magazine.

## **10. Charity status.**

Avril requested permission to investigate CCS becoming a registered Charity. UKMS will help and they encourage Sheds to become Charities when possible.

This gives us credibility and will open more funding opportunities.

Proposed by Dave Shaw seconded by Graham Johnson.

## **11. CCS 'Read awl about it 'magazine.**

Barry wished to state his appreciation of all the work and time that Anne has done to give all of our members an informative and amusing magazine each week during closedown. General opinion showed much appreciation and hoped that Anne would continue after closedown if she had the time to do a fortnightly or monthly issue.

## **12. Meetings Secretary.**

Nic our volunteer Meetings Secretary declined our Zoom meeting invitation. She would prefer to wait until Meetings are in person. She asked that we contact her again when we have meetings on site again.

## **13. AOB**

**Pete asked how we decide who is/has been dealing with the incoming emails as they come to us all.**

Zoom time running out fast we had to abandon further discussion.

Meeting closed at 11.45am.

Next meeting will be via Zoom on Monday 5<sup>th</sup> July 2020 at 10.30am.

## Minutes of Committee Meeting on the 6<sup>th</sup> April 2020

Members present – Dave Shaw, Leslie Jewkes, Barry James, Anne Wallbank, Tim Cutler, Graham Johnson, Avril Green

Guest Pete Ross

The meeting was a video link via Zoom so we had a few hiccups getting organised but once set up it worked well.

1. **March minutes** could not be approved as all Committee members had not received them due to computer incompatibilities. It was agreed that Ann should email a copy to committee members.
2. **Keeping in Contact with members.**  
It was decided to take Anne up on her offer of sending a weekly Newsletter which she would compile and ask all members to contribute.
3. **Funding update.** Only 2 applications had been made as the Shed is on closedown at the moment. 5 previous applications had been accepted and payments received.
4. **Web-site.** There have been recent issues with the removal of emails sent to our enquiries@... This has not been resolved and we discussed an offer of a free new site offered by Robert Shaw – son of Dave - but thought that it was too big for our small enterprise. Pete Ross has done a good job of reorganising our existing set up with One.com and is willing to continue with running it.  
It was proposed that Peter join the Committee as web-master by Dave.  
Seconded by Barry.
5. **Meetings Secretary.** We have received an offer from Nic Stackhouse of Huntington, Cannock to be our Minutes Secretary in response to our advert at CVS last year.  
We agreed that she would be a useful asset and Avril on behalf of the Committee can invite her to join us at our next meeting and have a try out before hand with Barry.  
Proposed by Anne, seconded by Avril.
6. **Gazebo and Shed door.** Barry asked if we could get a grant for a fold up door as room was at a premium. Avril said it could be if quotes and suppliers were submitted to possible Funders. There was general

discussion on sorting out the lay out of the yard area and bearing in mind IHL/Museum needs of access. Until the promised meeting with IHL, The Shed and other interested parties we are unable to make progress.

7. **Groundworks Grant restrictions.** Graham said that some items were over the top others were perhaps limited. Avril said that she made the errors and that small adjustments could be made as long as the overall total amount of the Grant was spent and no additional items added.
8. **Fire extinguishers.** Dave had spoken to the Fire Service and asked if the promised fire extinguishers from the Museum had been provided. We discussed this and only one was in the Shed but it was not known where it came from. We agreed to buy 2 more. Proposed by Leslie seconded by Dave. Leslie pointed out that a lot of packing materials were being kept and with wood shavings etc., these were a serious fire hazard and should be removed from the premises immediately after unpacking tools.
9. **Rent & Power Status.** Graham said that we have money in reserve for Rent and electricity for, if and when we should start to be charged. Avril said that it is not legal to charge a rent without a signed Contract, so we have no arrears, and electricity will be at cost. As CCDC own the premises it would be unlikely that IHL could make a charge.
10. **Project Status.** Leslie is now project managing the Rugeley in Bloom Project and has been in contact with Olivia Lyons. Various designs for planters were mentioned but as we are all in closedown due to Coronavirus the project has had to be postponed. In the meantime, suggestions and designs will be requested via the newsletter. The Candy-Cart was uneconomical as materials were more expensive than buying one on line.
11. **Fees.** Dave asked if we would refund members Fees pro rata. After discussion on refunds due to closedown we decided to make a reduction on next due date – a payment holiday - rather than refund members by check/cash.  
Barry requested that at future meetings the amounts of ring fenced funds and available funds would be useful to know.
12. Any other business. No further comments.

**The Meeting closed at 12.30pm**

**Next meeting Monday 1<sup>st</sup> June 10.30am via Zoom.**

## 1ST MEETING OF THE 2020/2021

### CANNOCK CHASE SHED COMMITTEE ON MONDAY 2nd MARCH 2020

In attendance -

Leslie Jewkes, Dave Shaw, Barry James. Tim Cutler, Anne Wallbank, Graham Johnson, Avril Green. Shed Members Anne Wallbank & Les Thompson.

#### 1. Selection of members' positions.

The following agreed to stand as -

Chair - Dave Shaw

Proposed by Graham Johnson, seconded by Avril Green.

Vice-Chair - Leslie Jewkes

Proposed by Barry James, seconded by Dave Shaw.

Health & safety - Barry James.

Proposed by Avril Green, seconded by Graham Johnson.

Secretary - Avril Green

Proposed by Graham Johnson, seconded by Dave Shaw,

Treasurer - Graham Johnson

Proposed by Avril Green, seconded by Barry James.

Fundraiser - Avril Green

Proposed by Leslie Jewkes, seconded by Graham Johnson.

Project Co-ordinator - Tim Cutler

Proposed by Barry James, seconded by Avril Green.

Shed member Anne Wallbank offered to be assistant to Secretary.

Avril Green offered to assist Treasurer.

2. Member Les Thompson asked if we could put all Members photos and names on the wall for new Members. Secretary explained that this was not possible but the Committee would be asked if they objected to their own photo and name being out on display at the next Committee Meeting.

#### 3 Opening times.

Brief discussion on more opening times which was hopeful.

Date of next Meeting.

The date of the next meeting will be on Monday 6th April 2020 at 11.00am in the Restaurant of the Museum of Cannock Chase.

Note - Treasurer to buy coffee/tea for all members in attendance in lieu of room rental.