
RWB Shed AGM 5th December 2019, 2pm - Minutes

1 Apologies

Dave Gardner, Phil Tanner, Jane Vaughan, Pete Upton, Ray Brady, John Fellowes

2 Present

Albi Richardson (Chair), Mark Mudd (Secretary), Harry Martin (Treasurer), James Sadler (Safety), Mike Bamford, John Parker, John Smith, Norman Warr, Bob Woodruffe, Ted Querzani, John Loran, Phil Howell, Geoff Speake, Tony Hutchings, Frances Barrone

3 Approval of Minutes of AGM held 29th November 2018

Acceptance of minutes proposed by John Loran and seconded by Geoff Speake?

4 Review of Actions and Matters arising

There were no matters arising.

Action review, see later section 14 'Review of actions from 29th Nov 2018 AGM'

5 Chairman Report

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I took on the chairman's role with not a lot of thought and not really knowing where we would end up.

I had lots of ideas but not sure if those ideas would turn into reality.

I have tried to set a good example to everyone, although my philosophy of “**If we are going to carryout a job then it should be done properly or not at all**” did not always sit well with some, but the need to create a positive attitude to all people who we crossed paths with was essential.

We have over the last year completed some 26 projects all of which have brought us a fantastic reputation. We are thought of very highly within the RWB town council and also within the community at large.

Things of note are:-

1. Assisting the RWB town of winning **GOLD** at this year's South West in Bloom competition
2. Gaining the top award of “**OUTSTANDING**” as an IYN also within the South West in Bloom competition
3. The Christmas Market, **Santa's Grotto** stood out well and was received by the community with excellent feed back. This together with our own stall of Shed made

products brought elation to those who worked on the stall and those who visited the stall, which raised a clear margin of :- **£385:00**

4. Entering our own version of a Christmas tree within the Church Christmas Tree Competition, the design was unusual but I feel summed up what the Shed is all about, recycled timber and the like.

We still have work to do with regards to maintaining processes with a big effort being required by all members to look after the kit that we have and ensuring that all items of kit are put away in their rightful place.

On a positive note I would like to thank everybody for their valuable input throughout the year especially those involved in making all the items for the Christmas Market stall.

I must also say a big thank you to my wife, who has bore the brunt of all things GOOD – BAD – UGLY regarding shed matters. She listens to me , provides support for me and tries to give me sound advice , which unfortunately I don't always accept. (**My fault**)

I had decided to relinquish the chairman's role at the end of this year but one or two people have asked me to continue. I will leave that decision to the membership.

Should I continue I will propose and make a few small changes to the way we do things for the better of the Shed.

I hope we go on to do even better things in the next twelve months and go from strength to strength.

Lastly many thanks to everyone for your help, friendship and camaraderie over the last twelve months and also many thanks to the Dorset & Wiltshire Fire and Rescue service for the use of such a wonderful premise.

Thank you
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John Parker offered thanks on behalf of all the Shed.
Mike Bamford “Albi has ‘Brought a Standard’

6 Secretary report

To comply with GDPR, Mark, Albi and John L in Dec 2018 worked on creating a revised Shed Member application form which all existing and new members have completed in 2019 and will continue to do so in the future. Periodically through 2019 a list of consenting members details has been issued and will be reissued in 2020 when the membership renewals have settled down.

7 Treasurer report

7.1 Accounts Examiner comments

John Parker reported he has reviewed Harry's accounts. All is in order with no questions arising.

It was commented that more structure would have been liked to be seen.

For 2020 the Treasurer report should use spreadsheet based including more item headings and breakdowns of incomes and expenditures. **ACTION: Treasurer**

7.2 Accounts for the year from 1st Nov 2017, to 31st Oct 2018

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Total income this year was about £1800, outgoings about £1260, leaving us with about £2150 at the end of October.

We started at the start of November 2018 with £1606 in the bank and £8.50 in petty cash.

At the end of October 2019 we had £2091 in the bank and £58.61 in petty cash.

Our income over the year consisted of:

A grant of £800 from Wootton Bassett town council.

Subs of £604.50

Donations £460, related to planters, hedgehog boxes, keg stand and gate,

The major part of our outgoings was £349 for insurance, the trailer continued to cost money, fixing the frame, tyres and getting a cover. We bought multiple drills, band saw blades, new band saw, disc sander, saw tables and awnings. There was screws, blades, tea, coffee and biscuits etc.

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Acceptance of the accounts was proposed by Albi Richardson and seconded by James Sadler.

7.3 Budget & subscriptions for 2020

No formal budget has been produced.

Member subscriptions will remain at £30 for 2020.

Future AGM's are to include a budget estimate for the year ahead. **ACTION: Treasurer**

7.4 Nomination of Accounts Examiner for 2020

John Parker offered to remain the Accounts Examiner for 2020, Proposed Phil Howell, Seconded Geoff Speake, accepted by all.

8 Election of Officers and Committee

The following officers were elected for 2020

Chairman: Albi Richardson. Proposed – Geoff Speake, Seconded – Phil Howell

Treasurer: Phil Howell. Proposed – Albi Richardson, Seconded – Mark Mudd

Secretary: Tony Hutchings. Proposed – Phil Howell, Seconded – Albi Richardson

Safety: Geoff Speake. Proposed – Mark Mudd, Seconded – Tony Hutchings

It was agreed that The Safety Officer should add the following duties:

Monitor completion member Induction Check Lists and generally ensure members are aware of their own responsibility regarding safety.
Maintain the COSHH list (Control of Substances Hazardous to Health)
Conduct and document a formal Risk Assessment

No further committee members were deemed necessary.

Chair Albi thanked all members relinquishing positions of office for their contribution.

9 Website update (www.rwbShed.uk)

Dave Gardner has donated £23.98 to the RWB Shed with a renewal of the website domain rwbShed.uk for a further two years. Thank you very much Dave from all at the Shed.

There was a reminder to members about the generic email addresses
Chair@rwbShed.uk, Secretary@rwbShed.uk, Treasurer@rwbShed.uk,
Safety@rwbShed.uk, Info@rwbShed.uk, Webmaster@rwbShed.uk,
Members@rwbShed.uk, Friends@rwbShed.uk

The most useful being Members@rwbShed.uk from which all members can be emailed.

The Generic email addresses need updating via Dave Gardner asap for the next Shed year. **ACTION: Mark Mudd**

The website mobile number contact for Secretary to be changed from Mark to Tony.
ACTION: Mark Mudd

It was recommended that members sign up for Email Alerts on the website whereby those signing up are kept informed of new information on the website. All that is required is an email address.

Mark Mudd reported the web site to be in good shape covering many activities from this year.

Keeping an active and current website is made much easier if members can provide Mark with words and pictures of things the Shed does. **ACTION: All**

Mark offered to continue to act as role of Webmaster for which there were no objections.

10 Shed promotion and membership

We are getting good traction in the community now.

Phil Howell suggested a Facebook account would be beneficial to further awareness and it was agreed to investigate getting one. **ACTION: Phil Howell & Mark Mudd**

11 Trips

These will continue to be organised on an adhoc basis and it was suggested this could include partners to build strength on the membership, but who may or may not be interested.

Geoff Speake offered to see what trips Barnes Coaches have. **ACTION: Geoff Speake**

12 Equipment

We need an inventory list of key items. **ACTION: Albi Richardson**

Purchase of a thicknesser was proposed by Mike Bamford, but not supported due to lack of storage space availability.

Albi's personal thicknesser has recently been used for the Christmas Stall items and it was agreed that the Shed would acquire new blades to replace those now worn out.

The table saw is now deemed worn out and it was agreed to replace it with a similar brand new unit that Albi has and will sell to The Shed. Proposed by John Parker and seconded by Mike Bamford.

13 Any other business

13.1 Insurance:

The insurance renewal is still under discussion. The main sticking points being numbers of members and cost of equipment cover both which affect the premium.

Personal Accident cover will not be included.

Insure renewal urgently required. **ACTION: John Loran**

The current policy expires midnight Wednesday 11th Dec.

13.2 Health & Safety

We all have a responsibility for ensuring our own safety and that of others by following correct procedures, use of provided safety equipment and ensuring we are sufficiently trained in all the equipment we use.

13.3 Quarterly meetings

It was agreed that a minimum of Chair, Treasurer and Secretary should meet quarterly. Proposed Albi Richardson, seconded Phil Howell.

The meeting closed at 16:06

14 Review of actions from 29th Nov 2018 AGM

Action	Current status
Repair of a handrail in a lady's house who has been interested in the Shed. We should invite her to visit. ACTION: John Shephard	Done.
Keeping an active and current website is made much easier if members can provide Mark with words and pictures of things the Shed does. ACTION: All	Ongoing. Thanks to those who've made inputs.
The Community Magazine entry needs to be checked. ACTION: John Loran	Done. However, needs changing again to mention only www.rwbShed.uk , 'Albi' and the email address chair@rwbShed.uk ? ACTION: John Loran
John Loran has already contacted doctors in New Court surgery making them aware we exist. Need to repeat this for Tinkers Lane surgery. ACTION: John Loran	Not done. No longer required. Close this action.
To promote membership further we should try and post a few new flyers in various places around the town such as the chip shop and the library. ACTION: Mark Mudd	Done. Flyers without pics would be useful and to be available on the website. ACTION: Mark Mudd
It was agreed that a market day stall on the High St in April or May promoting some of our wares would be a good way to raise RWB Shed awareness and help recruit new members. We should contact RWB Town Council about this. ACTION: Mark Mudd	RWBTC contacted. Yes we can have a stall on Saturdays and Wednesdays, as long as it is not a Farmers market day. A copy of our insurance to RWBTC is required. No further progress. Lack of Shed support.
New tyres for the trailer. ACTION: Mark Mudd	Done
A waterproof cover for the trailer. ACTION: John Loran	Done (Albi)
We need an inventory list of key items. ACTION: Albi Richardson	To be completed in 2020
List of consenting members details will be created and issued. ACTION: Mark Mudd	Done
Christmas cards thanking members of various organisations for their support to the Shed this year will be sent imminently. ACTION: John Loran	Done. To be repeated for Christmas 2019. Recipients, RWBTC, Chief Fire Officer DWFRS, JMc, Sue H, Community Magazine, www.thelocaladvertiser.net ACTION: Albi Richardson
What we need to do regarding First Aid? ACTION: John Smith, Harry Martin	JS: St John ambulance might cost £300 for a course. The UKMSA might come up with something in the future? Tony Hutchings offer to investigate if South West Ambulance Service can offer anything. ACTION: Tony Hutchings

15 Summary of new and carried forward Actions

Action	Current status
Provide Mark Mudd with words/pictures of the Shed activities. ACTION: All	
Community Magazine entry needs changing again to mention only www.rwbShed.uk , 'Albi' and the email address chair@rwbShed.uk ? ACTION: John Loran	
Flyers without pics would be useful and to be available on the website. ACTION: Mark Mudd	
Need an inventory list of key items. ACTION: Albi Richardson	
Send 2019 Christmas cards thanking various organisations for their support to the Shed. Recipients to include RWBTC, Chief Fire Officer DWFRS, JMc, Sue H, Community Magazine, www.thelocaladvertiser.net ACTION: Albi Richardson	
First Aid training. Investigate if South West Ambulance Service can offer anything. ACTION: Tony Hutchings	
Treasurer report to be spreadsheet based including item headings and breakdowns of incomes and expenditures. ACTION: Treasurer	
AGM's to include budget for the next year. ACTION: Treasurer	
Generic email addresses need updating via Dave G asap for the next year. Info@rwbShed.uk to be Chair & Sec only. ACTION: Mark Mudd	
Change website mobile number contact for Secretary from Mark to Tony. ACTION: Mark Mudd	
Investigate creating a Facebook account. ACTION: Phil Howell & Mark Mudd	
What trips Barnes Coaches have? ACTION: Geoff Speake	
Insure renewal urgently required. (current policy expires 11 th Dec 2019) ACTION: John Loran	