



The Royal Wootton Bassett Shed

The RWB Shed Annual General Meeting Thursday, 1st December 2022

Minutes of The Meeting

Date issued: 2nd December 2022

1. Apologies

A Richardson, M Mudd, A Holmes

2. Present

Phil Howell (Treasurer)(PH), Geff Speake (Deputy Chair)(GS), Steve Hares (Secretary)SH), John Loran (JL), Mike Bamford (MB), John Fellowes (JF), Graham Wakeling(GW), John Theobald (JT), James Sadler (JS)

3. Approval of the Minutes of the AGM held 25th November 2021

Acceptance of the minutes approved by all present.

4. Review of Actions and Matters Arising

There were no matters arising or actions outstanding.

5. Chairperson Report

As Albi was indisposed after surgery, GS read out the Chairmans Report on behalf of Albi.

1 st December 2022

CHAIRMANS REPORT:-

Another challenging but somewhat disappointing year, with Covid still about and a reduction of members it was difficult to know where we were, but as we have done in the past we carried on regardless. Some worked on projects from home although there were not too many of those.

It is nice to be able to use the fire station facilities once more and to be able to sit with a cup of tea on a wet day and discuss anything and everything.

We have recently been asked to make various items for the REME museum of which they have supplied some timber.

Another project is for the RBL who would like us to renovate four benches which are located within the Garden of Remembrance and finally the RWB Council have asked for our assistance in cleaning and renovating all the signs within the Jubilee Lakes complex which we have agreed to do ,but this has been placed on hold until the spring.

I know that last year I was going to step down from the Chairmans

position but in the end I carried on albeit I feel I have not been able to give the job my full attention again due to health issues of which I am still encountering. So to this end I feel I must stand down this year. I have enjoyed this position immensely over this period but as the old saying goes "All good things must come to an end"
Thank you all for the assistance given to me during this time, together I think we have achieved a great deal.

A big special thank you to the Shed committee for their assistance and a thank you to Dorset & Wiltshire Fire & Rescue Service for the use of their premises.

At the conclusion of the Chairman's Report, PH gave a vote of thanks to AR for his outstanding contribution in driving forward the shed prospects. This was agreed by all members along with the best wishes for a full recovery.

6.0 Treasurers Report

6.1 Accounts Examiners Comments

JL as accounts examiner reported that he could confirm that the presented accounts were accurate and approved. He also thanked the treasurer for producing accurate and understandable accounts.

He also went on to thank the committee for the work they do behind the scene in the act of replenishing consumables at the shed.

6.2 Accounts for the year 1st November 2021 to 31st October 2022

At the end of the 2020 - 2021 financial year we had ;

£ 2,434.69 Cash at Bank

£ 140.84 Petty Cash

This gave us a total Cash in Hand of £ 2,575.53

At the end of the 2021 - 2022 financial year we have ;

£ 2386.33 Cash at Bank

£ 175.06 Petty Cash

This gives us a total Cash in Hand of £ 2561.39 as at 31 October 2022.

This produces a reduction in our financial total of £ 52.99, which when considering the reduction in member numbers this year, the current and ongoing financial climate, I feel we have come out overall with a very healthy balance sheet.

The continuing wariness in relation to Covid does not help matters, with a number of members not returning this year because of general health concerns. This matter will be discussed further a little later on.

We undertook a number of projects this year, which has helped to maintain the status quo of funds. The RWB Xmas Market netted less than the previous year at £116.20. The Bushton Plant Fayre proved a successful venture providing us with £132.62.

We also had a lovely boost in April with a donation from the Co-op Local Community Fund of £369.61, with a second instalment scheduled for October/November 2022. This process, as you will be aware from the emails, has been two years in its culmination and we are hoping to renew our application early next year. We have now received the final

instalment which is a very generous £1619.61 and gives a total receipt of £ 1989.22.

This second payment arrived after the close of our accounting period and will be shown in the 2022-23 accounts.

For the 2021 - 2022 financial year we have 14 subscription paid members.

A later agenda item will discuss member numbers and shed promotion.

The subscription year ends 31 December.

The income for the current year has been £ 475.00, £155.00 lower than 2021.

As stated earlier, we have only undertaken a couple of projects, with most income coming from small individual items giving us donation income this year of over £360 . The largest part of that being £142 from the completion of the Millenium Garden project.

We have also received a donation of £100 from the RWB Academy for the work we did on the 6th Form Legacy Garden project. This payment also arrived after the close of our accounting period and will be shown in the 2022-23 accounts.

Needless to say, as well as income there has been expenditure. Other than standard consumable items, the largest expenditure was for the replacement of the aged and faulty bandsaw. We have also purchased some new battery orbital sanders with the intention of using on possible future projects when 240 volts are not available.

Shed Insurance

We have agreed to continue our association with Export & General and whilst I haven't yet received the quote for this year, I have been given a

qualified assurance that the premium will not increase drastically. The new premium has now been confirmed as £388.30.

7. Secretary Report

SH reported that there had been various email contacts from the public but that there was nothing particular to report as both the Chair and Treasurer had covered all appropriate points

8. Election of Officers and Committee

The current positions of Deputy Chair, Secretary and Treasurer were agreed to be filled by the members existing in those positions at present.

There were no nominations for the position of Chair. However, after a general discussion of all members present it was decided that the 3 present committee members would assume the role jointly for the 2022-23 year, but that it be reviewed on a quarterly basis as to its viable functionality.

9. Nomination for Accounts Examiner 2021

JL agreed to remain the Accounts Examiner for 2023. Proposed PH, Seconded SH

10. Shed Promotion and Membership

There was a general discussion by members around the subject of shed promotion and recruitment of new members.

It was said by some, that the Xmas Market was originally aimed at shed promotion and member recruitment rather than the

generation of shed funds. This was not the case as the original idea was to use the Fundraising events as a means to cover the cost of the insurance premium as well as possibly attracting new members. This was also the case with the shed participating in the financially beneficial Bushton Fayre.

Even so, it was needed to be understood by members that whether it was for PR or shed funds, there needed to be stock available to show what we are capable of and that if members don't participate in production, then the process, whatever the aims, would be pointless.

A suggestion was made that the Xmas Market stall uptake be reviewed in 3 months. PH pointed out that by then it may be too late to book the slot as they are taken quickly each year.

It was also suggested that the shed might aim to have a stand in the high street displaying some constructed wears, along with posters and flyers in an attempt to encourage new members.

A further suggestion was to renew a poster campaign around the town on public notice boards and in the doctor's surgeries and social services outlets.

11. Equipment Review

It was agreed that at the present time we have sufficient operational kit. But that as and when required, replacement or new kit could be acquired.

SH pointed out that there was some confusion around the rechargeable drills, in that it was not always clear which battery went with which drill and consequently which charging unit.

It was agreed that the committee would review the situation with a view to colour coding or similar.

12. Any Other Business

12.1 Health and Safety

GS reported that members had left a machine running whilst they moved away to obtain another piece to work on. He expressed the need that should a member leave a piece of kit, for however short a period of time, it must be switched off before leaving, so as to not risk anyone else accidentally and inadvertently contacting it.

This point had been minuted last year but was still not being adhered to.

12.2 Insurance

Previously covered in the Treasurer's report

12.3 Risk Assessments

JL felt that under certain circumstances, the shed may be liable under the cover terms of our insurance if Risk Assessments and Safety Training documents were not up to date.

It was therefore agreed that as of the new membership year, commencing 1st January 2023, that all current risk assessments and training diaries will be renewed. **As a result, members will not be allowed to use any of the machinery until they have been assessed.**

12.4 PAT testing

As new items of kit have not been PAT tested and existing items not for some time, it was felt that it would be appropriate to have such testing done on all electrical kit.

JL to speak with an approved electrical tester to arrange testing.

12.5 Fixings Stock Assessment

GS agreed to review the various screws and fixings, etc. to confirm which needed replenishing.

12.6 Recycled Materials Availability

JT mention GP cases providing various ply. GS also said there was a stock of ply at GS son-in-laws farm. SH told the members that there was a partial pallet of ply put aside for the shed use as and when needed. The problem with that is where to store it.

JT also said that Purton recycling centre had agreed to look out for any timber that we might require, should it come in for disposal. Also that they would allow use access to disposed items of timber treatment. It was generally agreed that this wasn't particularly suitable as most items of treatment for disposal were generally past their sell by date. This was also somewhat moot as UKMSA allow sheds access to some Ronseal Products FOC.

12.7 Charitable Donations

AR asked that in view of our financial situation, we show good spirit and make a £200.00 donation to The Fire Fighters Charity. This was agreed by all, but a proviso was added that this would be the only donation we could make as we receive donations

ourselves and it would not be appropriate to donate our donations.

12.8 Christmas Cards

AR has said that he will handle this years Christmas cards to the various organisations with which we interact. He will then make available the details of recipients for others to handle the function in 2023.

12.9 Social Media Involvement

It was agreed by all present that effective January 2023, only bonafide members will be included in member emails and social media groups.

12.10 Future Projects

There are several projects in train for 2023.

Refurbishment of four benches in the Garden of Remembrance for The Royal British Legion.

Refurbishment of the Nature Trail signage at Jubilee Lake for RWCTC

Provision of various wildlife habitat items for R.E.M.E. in Lyneham

12.11 Fundraising Events & Member Participation

This point was discussed earlier

12.12 Additional Opening Days

JL said he had been approached as to whether the shed could open at weekends for those people who worked during the week and could not attend on Thursdays. Whilst this is possible, we have to consider our interaction with the D&WF&RS, who kindly allow us access FOC. They may not allow our presence at other times. In addition, it would have to be commensurate with sufficient members wishing to participate at weekends.

This situation probably needs greater discussion and consideration.

Whilst discussing his matter and taking into account the limited space in which we operate, JT said that at a recent public meeting he had been talking with the new Town Clerk who suggested that RWBTC might take over the empty WCC units in Marlborough Road and that he would be keen for The RWB Shed to occupy part of the area. On this matter it was agreed that the committee would attempt to keep this on the radar of the RWBTC

12.13 Social Evening

PH suggested that it might be nice to have a social evening for current 2022 members. This event would take place late January early February 2023 and fill in the after Christmas 'flat period'.

A skittles evening at The Woodshaw pub, to include a hot buffet, for the member and plus one was suggested. This was readily agreed to by all present. PH will arrange.

The meeting closed at 12:25 hours.