



## The Royal Wootton Bassett Shed

**The RWB Shed Annual General Meeting Thursday, 25th November, 2021**

**Minutes of The Meeting**

**Date issued: 26th November 2021**

### **1. Apologies**

James Sadler

### **2. Present**

Albi Richardson (Chair)(AR), Phil Howell (Treasurer)(PH), Geff Speake (Health & Safety)(GS), Steve Hares (SH), Alan Holmes (AH), John Loran (JL), Ted Querzani (TQ), Mark Mudd (MM), Mike Bamford (MB), John Fellowes (JF), Graham Wakeling(GW), Ray Brady(RB)

### **3. Approval of the Minutes of the AGM held 3rd December, 20**

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

Another challenging year, starting with more lock downs etc, but as we have done in the past we carried on regardless. Working on projects from home and creating items in readiness for this years Xmas Market.

Although half of the year was in lockdown, since returning we have completed a varied number of outside projects for other people all to the customer's great satisfaction. We really have fulfilled all the expectations of greatness that people bestow on us to get the job done. As always if the job is worth doing it is worth doing properly.

Although we re-opened the shed in July it was not to all persons satisfaction as we were not allowed back into the fire Station due to this pandemic, so no toilet facilities, and it is due to this scenario that we have not seen one or two members attending. For those that used to come regularly prior to Covid I have tried to call them to ensure they are still OK and keeping well. As from the 1<sup>st</sup> October we are now allowed back into the Fire Station rest room albeit with a cleaning rota to contend with, which is I feel a small price to pay for a nice cup of tea and toilet facilities.

We have recently welcomed a few new members to our gatherings and to you all I say thank you and enjoy the experience.

As you all know following the return to the shed and the opening up of various institutions the committee decided to keep in place all the Covid rules and procedures that were implemented during the pandemic. With the way things are going up and down at the moment I still feel we should maintain that stance for everybody's peace of mind.

I have for the last three years tried to steer the shed in the right way so as to enlighten all as to the well being of members and to ensure a good camaraderie between us all. I hope we have achieved that and to this end I feel I must stand down this year as your chairman, this being down to

health issues and not being able to get around physically as much as I used to. With two episodes of heart issues landing me a stay at GWH.

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 gone from strength to strength.

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 thanked AR for his outstanding contribution in driving forward the shed prospects. This was followed by members joining in with a round of applause and well wishes for the future.

## **Treasurer Report**

At the end of the 2019 - 2020 financial year we had ;

£ 1985.61 Cash at Bank

£ 209.11 Petty Cash

This gave us a total Cash in Hand of £ 2149.72

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

£ 2434.69 Cash at Bank

£ 140.84 Petty Cash

This gives us a total Cash in Hand of £ 2575.53 as at 31 October 2020.

Despite the continuing lockdown as a result of Covid-19, we have an improved overall income this year of £380.81.

This result is nothing short of miraculous considering that we only came out of the last lockdown in April - May.

Much of the increase is due to individual members working in their own premises and meeting individual order requirements.

We did undertake a number of larger projects once the lockdown barrier was removed and a couple of these netted some good income for the shed. The one noticeable project was for Old Bank Antiques and the

coin slopes we were asked to make. For our efforts they made a £100 donation.

For the 2020 - 2021 financial year we have 18 subscription paid members, with 3 of those joining during the year. The subscription year ends 31 December.

This number is a reduction from last year of 6 persons, however a few members have asked to remain on the circulation list, but not as paid members, because of the situation of our being unable to provide refectory and toiletry facilities. I hope this will improve now these facilities are reinstated.

With the agreed increase in subscription rates from our previous AGM the income for the current year has been £ 630.00, £50.00 lower than

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 £900.

Needless to say, as well as income there has been expenditure. Fortunately we made a pre-emptive purchase of PPE in last year's

accounts which has proved extremely beneficial as we haven't needed to purchase more.

However, we did take the opportunity to purchase the new Electronic Pillar Drill and Oscillating Sander.

One other item of expenditure was for the materials to re-roof Shed 3, which leaked causing some kit to corrode. The re-roof has been very successful. Our thanks to those who gave their support to the project.

### **Shed Insurance**

As discussed last year we moved our cover to Export & General who quoted significantly less Ladbrokes.

Whilst all premiums for this year have increased by roughly 10%, I am pleased to say that we have been given a loyalty bonus which makes this coming year's premium £349.48, slightly less than last year.

All of the cover conditions remain the same and therefore we have agreed to continue our association with Export & General.

### **Co-op Community Fund**

As I informed you all in my email in early November, we are now an acknowledged 'cause' in the Co-op Community Fund and below are details from their website.

*Every cause has their own dedicated page on our membership website. The page includes information about the project you're raising funds for which was taken from your original application.*

*Copy and paste the link below and share on social media, encouraging your followers to share this too.*

*The link to your cause profile page is*

*<https://membership.coop.co.uk/causes/56610>*

*The page also shows the amount of money your cause has raised to date, so you can track the amount of money raised during the funding period.*

We won't know any outcome until October 2022. 2021-22

There was then a general discussion as to how this grant system works with Co-op members nominating their selected cause when using their membership card. It was also mentioned that our 'local' branches were some distance from Royal Wootton Bassett, being Purton and Lyneham.

After this discussion the Treasurer (PH) said that at the end of the financial year 2021-22 would be his third term as Treasurer and felt it would be time to stand down, thus giving 12 months notice.

## **7. Secretary Report**

SH reported that there was nothing particular to report as both the Chair and Treasurer had covered all appropriate points

### **7.1. Nomination for Accounts Examiner 2021**

JL agreed to remain the Accounts Examiner for 2022. Proposed AR, Seconded GS

## **8. Health & Safety Officer Report**

GS reported that he was more than pleased that members who generally did not use the type of kit in use at the shed, had been exceptionally good in that no injuries had occurred. However, he did raise the point that on a number of occasions 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 a short 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.

## **8. Election of Officers and Committee**

Chairperson: Vacant

Treasurer: Phil Howell Proposed AR Seconded SH Secretary: Steve Hares Proposed AR Seconded PH Health & Safety Geff Speake Proposed AR Seconded SH

As no-one in the meeting was prepared to take on the role of Chair, it was suggested by MM that the roles of committee members should be more accurately defined as to which duties were pertinent to each function.

PH agreed to draft 'job descriptions' and/or duties.

## **9. Shed Promotion**

It was generally agreed that with the website and a Facebook Group and separate Facebook Page, that the shed was well promoted and that no further action was required at the present.

## **11. Trips**

PH mentioned the trip to Crapper & sons Recycling Centre in October and that if other members wished to visit having been unable to make this one, then PH would be willing to arrange it.

MM mentioned that a visit to Steam in Swindon had been previously suggested by a former member. Those present seem to be interested in this going ahead so PH suggested he would investigate this further.

GS suggested that a visit to the R.E.M.E. museum at MOD Lyneham might be able to be arranged, but needed to be followed up. MM & JL agreed to talk to the person in Rotary who suggested it.

## **12. Equipment**

PH recounted that it had become apparent that the cartridge filter of the shopvac had reached the end of its life. Having spent some considerable time researching a replacement, it became apparent that the filter wasn't of standard size and that the only viable replacement was around £35 and that a suitable replacement vacuum could be purchased for £45. It was therefore suggested to purchase a new machine along with sufficient replaceable consumables.

Those attending agreed, so PH said he would arrange the purchase.

## **13. Any other business**

AR spoke of the need to continue with the use of full PPE whilst at the shed. This was for individual safety as well as the continued use of the Fire Station facilities. In addition, it has recently been reported that new strains of Covid-19 have been found which may not be covered by our current vaccines thus making continued use of PPE a potentially essential requirement.

## **14. Review of Actions Outstanding and any future actions**

There we no actions outstanding.

**The meeting closed at 12:05 hours.**