



The Royal Wootton Bassett Shed

The RWB Shed Annual General Meeting

Thursday 12th December, 2024 at 10:30 a.m.
Held at 6 Honeyhill, Royal Wootton Bassett.

Minutes of The Meeting

Date issued: 13th December, 2024

1. Apologies

Graham Wakeling, Michael Mooney

2. Present

Committee;

Phil Howell(PH) Treasurer, Geoff Speake(GS) Deputy Chair,
Steve Hares{SH) Secretary, John Loran(JL) Co-opted member,

Members;

John Fellowes(JF), Mike Bamford(MB), James Sadler(JS),
John Theobald (JT)

Non Members;

Roger Boswell (RB), Harry Martin (HM), Norman ? (N?)

3. Approval of Minutes of AGM held 2nd December 2022

Acceptance of the minutes approved by all present.

4. Review of Actions and Matters Arising

There were no matters arising or actions outstanding.

5. Chairman's Report by GS

On the basis that we lost our site at the Fire Station in October 23, not much in the way of Shed work has happened.

Some of the members have been working on their own projects, such as John Loran with his bowl turning and holidays (he, he) Only joking!

Actually John has been invaluable this year reviewing and revising all of our policy documents, prior to opening the new Shed, which I'll come onto later.

I've been busy making pens and some other items and Phil gave us a demonstration of resin work. But really there was no major project work until we were offered a new location.

John had received an offer of a potential location at the Lydiard Millicent Sports Field, which was great but, when we investigated further, the costs involved to set up on a greenfield site became insurmountable. We would have been looking at costs approaching £30k.

In a chance comment made by Phil, Richard Crapper offered us a spot in the main area of their operation, along with container style buildings. I know some of the members weren't too happy about its location, which was maybe because of its ambience!!

However, before we got too heavily involved with that we also discussed the possibility of moving to the then soon to be opened Sustain Farm Shop & Cafe. This was eventually dismissed because of the probability of needing planning permission and the possibility of having to incur community charge payments.

Richard then suggested that as one of their sideline operations was ceasing, that perhaps, we could take over part of the building. And, as they say, the rest is history.

We signed the lease, with a peppercorn rent, on the 1st June, 2024.

Since then we have undertaken various works to make the site more viable, not least of which has been to clear the area and stop the ingress of water from 4 leaks.

We are very close to retrieving our kit from storage with the RWBTC Grounds Maintenance team on the Whitehill Industrial Estate.

We obviously have to do more work to the unit, but this will take funds. A grant application has been made to the Community First Landfill Tax Credit scheme, which we hope will be successful, as well as receiving a grant from Liguard Tregoze PC, and over £1600 from a crowdfunding appeal. These funds will be covered more by Phil with the Treasurer's Report.

Can I take the opportunity of thanking the members who have been actively involved with the process of readying Park Grounds for our occupation.

So, all in all, I think that covers everything.

6. Secretary's Report

2024 has been a very quiet year for the shed, with most time spent working to achieve our new location at Park Grounds.

We are happy to welcome three new members to our ranks and hope that this can be increased once we become fully occupational.

There have been a couple of enquiries as to when we might be available to do project work for people, but until we are fully operational we have had to decline projects.

One recent request has come from the RWB Museum. The museum has undergone some serious works and as a result has been closed for some months. They are reopening in April next year and have asked if we could build them a new table for their train layout. We are hoping to see the layout to understand their requirements. We will keep members informed.

I think that covers everything, with most other items covered by the report from the Chair.

7. Treasurer's Report

7.1. Accounts Examiner 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.

JL also mentioned that with the increasing costs involved and such few members, it would be difficult to cover general expenses with the current level of subscriptions. PH mentioned that this topic was due to be discussed in AOB.

7.2. Accounts for the year

At the end of the 2022 - 2023 financial year we had ;

£ 2875.24 Cash at Bank

£ 230.06 Petty Cash

This gave us a total Cash in Hand of £ 3105.58 as at 30 November 2023.

At the end of the 2023 - 2024 financial year we have ;

£ 5673.31 Cash at Bank

£ 420.06 Petty Cash

This gives us a total Cash in Hand of £ 6093.37 as at 31 October 2024.

These figures give a very false impression of The RWB Shed finances, as they include monies gained from various grants and donations.

These monies are £1200 from Lydiard Tregoze Parish Council, £200 from RWB Rotary Club and £1654.15 via Gofundme.

When these two amounts are removed from the Cash at Bank it gives a more realistic picture.

I started a renewed Co-op Local Community Fund application. But after presenting it, the Co-op decided that as we were not currently operational, we couldn't proceed. They are prepared to accept another application at their next cycle once we get going.

In addition some weeks ago, I applied to Comic Relief for a grant for the installation of a chair lift, but as of now nothing has been heard.

We have also received other grants which will be discussed later on in the meeting and which will appear in next years accounts

For the 2023 - 2024 financial year we have 10 subscription paid members. A later agenda item will discuss member numbers and shed promotion. The subscription year ends 31 December and will be discussed further at a later agenda item.

There has obviously been very little project expenditure this year. The biggest expenditure was for items consumed in the preparation of accessing the new shed location. Other expenditure has been for administrative and promotional items. The expenditure for 2024-25 will increase considerably.

Shed Insurance

Our insurance brokers, Wessex Insurance Brokers Ltd, gave us 'tickover' cover this year, for contents only, as our kit was being stored by RWBTC at their Whiitehill Way facility. As we have now moved into Park Grounds we need to insure and this year's premium is £317.05. This is actually £50 less than we paid in 2022.

7.3 JL accepted the proposal to continue to act as Accounts Examiner for the 2034-25 year.
Proposed JT, Seconded GS

8. Election of Officers and Committee

The four present committee members had agreed to stand again and as such were accepted unopposed.

9. Health & Safety

PH outlined changes that would be required when the new shed is fully operational. This would include new application forms, new training logs, a signing sheet for each session, new ID badges.

PH also agreed to determine the costs of new items of branded clothing from our supplier, so that members can purchase kit as required.

Much discussion was had around the topic of there needing to be a 'Responsible Person', or 'Session Manager', or 'Duty Manager' when the shed was being populated.

PH was tasked with contacting the Insurance Company, to determine the actual requirements of the insurers.

*Addendum

After the meeting had closed, PH contacted the insurers for clarification of their requirements. They have said that there is no requirement for a named individual Responsible Person, but that any trained members would be acceptable. The idea that the committee members and general members share the responsibility would be sufficient.

10. Shed Improvement Project

PH gave details of the grants obtained.

CFLT Grant Application	£11,500
Lydiard Tregoze PC	£ 1200
GoFundMe donations	£ 1650
RWBTC Grant	£ 487
RWB Rotary Club	£ 200
NWWT Group	£ 100

PH went on to outline the proposed order of works required. These are Electrical Installation (due to commence 2nd week in January), Anti-condensation Installation (install early Spring 25), determination of the layout of the working area and the installation of tool storage.

With regards to the workshop layout, it was agreed by all present, that they would meet at Park Grounds the following week to discuss and approve the layout, with a draft plan being drawn up.

11. Any Other Business

11.1 The members were informed that all the Procedural Documents pertinent to The RWB Shed had been updated and revised where appropriate and that they were all on the website.

- 11.2 The members were informed of the RWB New Website and of the Protected Members Area which requires a password to access.
- 11.3 PH informed the members about the aims of promoting the shed. This has included the provision of Business Cards, Flyers and collapsible banners. It was also proposed to purchase an external banner to be attached to fencing at the entrance to Park Grounds, to advertise the location of the shed. It was also suggested that signage be produced at the entrance of the shed, so as to identify where the actual location is.

PH then went on to describe the intention to have an Open Day/ Grand Re-opening and get press and TV, etc. to cover it. Much more discussion is required for this to become viable.

11.4 Subscriptions 2024 - 25

GS suggested to the members that the annual subscription be increased to £50.00pa.
GS made the proposal and was seconded by MB

All of those present, expressed their sincere gratitude to JL for the use of his property for the meeting and which was offered at very short notice as the result of the original venue no longer being available.

*** The meeting finished at 12.08 pm ***