

Aldridge Shed steering committee and Trustees meeting

Tuesday 2nd April 2019

Present: Alan, Ivor, Ian, Mark, Derek, Barrie, Trevor, Paul, Gail and Jude.

Welcome to the committee: Paul Wright.

Public liability and product insurance: It has been confirmed with the insurance broker that we are covered both on and off-site.

Previous minutes read and approved, proposed by Barrie seconded by Mark.

Co-op point/ cash award scheme. We are informed that this scheme runs until October 2019 and the current balance is circa £620.

Grants: We are still awaiting responses from Greggs, the Co-OP and MCW (Befriending) grant applications.

Health and Safety: Barrie has provided various guidelines for the 'shed' members to follow. To be typed up by Ivor. Easier access to the taps etc in the bathroom area to be provided for the staff of Housing and Care 21 to be provided. A fire certificate is to be provided by Housing and care 21 and displayed in the office area. All members to be trained on the safe use of woodworking machines, a schedule of training is to be set up by Barry.

A hand held metal detector is to be purchased and all second hand wood is to be scanned before use.

Coming events: Alan is arranging for us to build tree trunk benches for a client. Open days on the 9th and 11th of May to be advertised nearer the date. Ian to email regarding this.

Mark:

1. Set up a twitter account for the shed.
2. Enquire about card readers and a merchant account.
3. Price ½ inch router cutters for router table.
4. Set up log of equipment being loaned to the shed.
5. Write 'Equipment loaned to the shed' form.

A request was made that meeting agendas could be emailed to committee members a week before the meetings are due, to enable committee members more time to prepare.

The need for larger premises was discussed and possible venues are to be sought. John Morris's help to be sought in this venture.

Income/expenditure

3rd March 2019 to 29th March 2019

Income

Session	£ 412.50
Membership	£ 12.00
Donations	£ 183.71
Grant MCW	£ 625.00
Total	£1233.21

Expenditure

Rent/utilities	£ 560.00
Consumables	£ 112.15
Other	£ 10.00
Total	£ 682.15

Petty cash held £ 47.64

Bank Balance

Reserve acc.	£3505.83
Trading	£2026.88
Total	£5532.71

Paypal Nil

Outstanding invoices

Rent/utilities due end April £ 560.00

SJH computing £ 10.00