

Milngavie & Bearsden Men's Shed

Trustees meeting 17 September 2024

Present: [REDACTED]

Apologies: [REDACTED]

Minutes of previous meeting: [REDACTED]

Finance Report: [REDACTED] had previously circulated his report, and everyone was happy with same.

Membership Applications: [REDACTED]

[REDACTED]

All Agreed.

Health and Safety: No Report.

Members Welfare: There was a general discussion regarding various members.

Area of Responsibility: We had a general discussion regarding areas of responsibility. [REDACTED]
[REDACTED] has agreed to work with [REDACTED] on grant applications.

Flat above changing rooms: [REDACTED] updated trustees on latest position re Transfer of Assets. [REDACTED] asked what financial offer was made on the application, [REDACTED] confirmed £1 per annum as per Pagoda.

Grants: Winter Connection Grant for winter lunches not available this year. It was agreed that we should look at increasing workshop space but no definite details or proposals to date, we need full details to take it forward. [REDACTED] suggested that a Festool Sander would be very useful addition to our equipment and is very good for keeping particles out pf the atmosphere. Details for next meeting. [REDACTED] to look for grant aid in acquiring a replacement battery for the defibrillator.

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Open Shed Day: Suggested we join in with Scottish Shedders Association open day on 19 November. We require an organiser. Everyone on the lookout for someone.

Events: It was agreed not to participate in the Bearsden Festival.

November Sale: [redacted] requested help with sourcing materials for the reindeers.

A.O.C.B: [redacted] will be looking to finally organise the garage. The Tuesday lunches will be recommencing on 1 October and a list is in the Shed for volunteers. The Tuesday Laser meetings which are well attended may have to meet in the small room to accommodate organising for lunch. [redacted] to assist Milngavie in Bloom with their phone box. It has come to the board's attention that certain members do not wish their photos to published in Facebook with the Pagoda update. Our new MP [redacted] will be attending the Shed on Tuesday 2 October at 11.30. general discussion re our benches and blinds in workshop.

Next Meeting: 15 October.



Milngavie and Bearsden Men's Shed
Minutes of Trustee's Meeting, 19.00 hrs, Tuesday 2nd April 2024

Present: [REDACTED]

Minutes of previous meeting.

Approval of minutes.

After brief discussion the minutes were approved, moved by [REDACTED]

Matters arising.

Chair provision/health and safety.

It was agreed that chairs at the front of the Key Holders Table would be of the regular fixed non-wheeled variety.

Metal working, Boxford Lathe Report (attached).

After much thoughtful discussion, it was agreed not to pursue acquisition of the lathe for the Shed. However, it was suggested that the lathe's potential availability could be made known for acquisition by individuals or other Sheds.

Finance report. [REDACTED]

The treasurer's report for March (attached) was presented, discussed briefly, and accepted with thanks.

Membership applications. HL.

Health and Safety, including cleaning.

[REDACTED] Initiated discussion about a potential trip hazard. A remedy was identified for action.

[REDACTED] Initiated discussion about scope for increased cleanliness, especially in the realm of toilets.

[REDACTED] Reflected on the challenges associated with first aid training. Challenges in terms of cost, the period of training, the need for repeated updates, and in particular the uncertainty as to the timely availability of members to administer aid if required. Nevertheless, it was agreed that it would not be inappropriate to seek grants for training.

[REDACTED] In response, noted that First Responder [REDACTED] may be able to provide further CPR/Defib' training.

Member's welfare. [REDACTED]

Updated Trustees about the status and challenges faced by some of the Shed members. The update, in this difficult area, engendered reflection and sympathetic discussion.

Areas of responsibility. [REDACTED]

A proposal (attached) to assign 17 areas of responsibility among Trustees for activities associated with the Shed was presented and discussed.

Flat above changing rooms. [REDACTED]

Following Trustee approval, the Chair signed previous minutes for inclusion in an asset transfer request pertaining to the flat.

Grant applications – current and suggestions [REDACTED]

[REDACTED] Reminded Trustees that the Shed has a 12-month window within which to utilize the £2,846 funds awarded for the infra-red heating, Axminster Filter, De-Walt Handheld Vacuum and CNC Router Upgrade.

[REDACTED] Requested confirmation that acquisition of an Axminster Belt Sharpening System in combination with an Axminster Sharpening Table quoted at £599.98 and £55.98 respectively (Total £655.96) met Trustee approval for a BECC Grant opportunity limited to £750. Trustees voiced their approval.

[REDACTED] Noting the possibility that BECC (Bearsden East Community Council) might chose to fund only part of the amount requested asked if the Trustees would committee to making up difference or shortfall. Trustees voiced approval to fund a shortfall of up to £400.

██████████ Asked if Trustees would approve the submission of second Bearsden CC application but to different ward likely requiring a different application format. Trustees approved and ██████████ agreed to provide information pertaining to acquisition of the appropriate application format.

██████████ Informed Trustees that the Shed had received approval for funding (£86.40) a small discussion group to consider challenges associated with bereavement. The group would meet on Saturday May 11th, between 11 a.m. and 1.30 p.m. with a maximum of 12 persons. The period to include a lunch, this provided to encourage reflection and discussion about the topic. It was agreed that information would be provided to ██████████ to publicize the event.

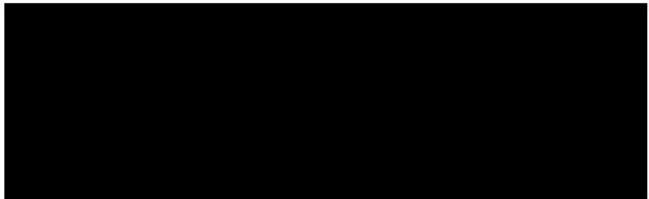
██████████ with respect to completion of the £200 grant for the Winter Warmer, sought and received Trustee approval to provide (non-personalized) feedback and image, to the ED funder.

Any other business.

██████████ A proposed replacement of the Shed's signage received unanimous approval.
Trustees were informed that some horse-riding saddles had been donated to the Shed.

Date of next meeting - 21/05/2024 – at the Pagoda.

██████████ Minutes Secretary



Attachments.

Boxford Lathe Report,
Treasurer's Report for March,
Table 1 - Areas of Responsibility.

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Minutes of Trustees' Meeting, Tue 19th March 2024

Present-

Apologies- None

Minutes of previous meeting- Prop,

Matters arising- expressed concern over the expenditure (£2000) of providing heating in the garage, saying that heating an uninsulated garage gave a bad message to visitors, also a poor example to other Sheds, and suggesting that some money be spent on insulation. NC remarked that the panels were not yet purchased.

A discussion on insulation followed, and it was noted that the heating would only be for frost proofing the equipment in the garage and be for strictly limited periods.

Ear protection now in cupboard by

Li batteries fire risk info circulated. Batteries need annual inspection.

Finance- provided figures to end of February:

Bank Balance £16,648.50

Cash in safe: £20.00 Cash in coffee box: £29.23 Total: £16,697.73

Equivalent total last month: £16,997.12 Movement in month: - £299.39

Cash banked in month: £350.00 SumUp income in month: £47.20

Cash payments (tea, coffee, etc.) direct from donations: £97.13

Bank payments in month: £672.67 of which, shed insurance £273.02, tools and equipment £366.70. PPE £32.95.

OSCR return- OSCR report- Figures fully provided, submitted and fully audited. We should be ready for next Winter Connection grant.

thanked for his role as Treasurer. All agreed.

Specific Charity Accounts are a complicated procedure. Virgin Money has various accounts. Will look to opening Savings Account, to protect against hacking. Instant Access, 1.35%. Recommend 30 day notice a/c at 3.04%. Suggested transfer of £5000. suggested £10,000 as buffer. Degree of simplicity, as only one app.

Compliance with Constitution and OSCR- proposed putting return and financial statements tomorrow (20.03.24) has final version for members. Dual authorisation working better than before. Soon will need 3 active members to authorise expenditure with access to account.

AGM- AGM scheduled for 27th March. All going well. stepping down as Trustees. Only eight members interested in becoming Trustees, so no election required. Agenda circulated by email. Only 10-12 keyholders out of ca 30 doing duty. called for sympathy for those with 'issues' and less able to comply. Mention at AGM and keep situation under review.

Membership applications- Both approved.

Health and Safety, inc cleaning- One member fell off a chair. Unharmd, incident not reported. will check chair. May be appropriate to review chair provision.

Member Welfare and 'silent' members- No issues notified.

Workshop/Laser/ Laser in general use. No problems. CNC working well, awaiting upgrade kit. There should be no MDF in the Shed. Need for notices about MDF and cutting on CNC/Router. to produce signage. to publicise. EDCC possibility of £750 grant. What is needed? Should consider better sharpening system and palm router. illustrated these tools. £656 + £295, go for better price = £918. Net out lay of £168 in grant of £750. Bearsden West and Westerton successful in grant applications. Also, try Bearsden North and Milngavie CCs for grants. Presented sample DVDs of Scottish Screen Archive material. Suggested grant for blackout blinds plus OHP and sound system, for showing movies.

complimented on their new workshop benches.

Garage and metalworking- Lots of woodworking being done, including on lathe. Not much being done for metalwork. group fallen into disuse- should be resurrected. We have been offered a Boxford lathe, bigger than our Myford. Would need space in the garage to assess it for use, so wood in rack needs to be better organised. Ryobi bandsaw with metal cutting blade, welding, all there. Although no work should be done there, we should try to establish a facility there. Should try to raise profile of There is also a kit for cold bending and forming.

Garage needs to be gutted. Under way, but much ad hoc. Needs planning. Axminster has bandsaw guides. May need to be modified. to make visit to assess Boxford lathe and report back.

Yard and Loft- Loft being tidied and organised. Ad in Herald for translucent canopy, for outside, like a carport. Has requested details. Need to go through Planning/BW process before applying for grant. to work on loft with Other. After AGM, Areas of Responsibility for Trustees will be on the Agenda.

Flat above changing rooms- Flat has been rewired, central heating to be fitted. Changing rooms were supposed to be in use by end of February. If we note our interest? Answer needed in 6 months. Asset Transfer on basis of lease. Upkeep, generating funds? Grants would be available. Use of building 'not appealing' but surrounding land is. (Ian Brodie (Housing Dept) is no longer with the Council) suggested tha the Shed be made 'off grid' if possible in any alterations- solar panels, etc.

Social Group- Meets Thursday, 3.30. will try and generate more interest. Happy to organise another trip. Edrington don't do conducted tours, but do commercial tours (groups of 8) Try Glasgow Museums Resource Centre (again?)

Grant Applications- presented material on bereavement by 'Demystifying Death', an Edinburgh organisation. Two meetings per year, potential grant for 90 min seminar, with follow-up here. Help us to consider how to address the bereaved, to help families suffering bereavement, facilitating reflection, give feedback on follow-up. Could apply for grants for lunch provision and literature copying. and to co-ordinate.

AOCB- Killermont Crafters organising D-Day commemoration, 6th June. Proposed silhouettes on front balcony and handrail. Thoughts? We're a community organisation. We need sheets of board to cut out shapes, fixings to secure. All agreed.

Coffin wood in garage. Some members thought it highly priced, full of shakes. Don't think it's too highly priced for taking home. had calculated at *bargain* price. to report back to members. Phone box- Order u/coat and gloss? Agreed. interviewing locals for positioning ads in windows.

Thanks to for services as Trustees.

Date of next meeting- 16 April, 7.00 pm minutes secretary

Minutes of Trustees' Meeting, Tue 22nd February 2024

Present-

Apologies-

Minutes of previous meeting-

Matters arising- Dual authorisation? Now have authorisation, but procedure complicated. Laptop, iPad, then contact second approval. Sometimes yes, sometimes no. used the Shed debit card to pay the insurance, rather than bank transfer, to make sure it went through in time. OK to inform Hope is that with more use, it will become more streamlined. commented that other organisations have similar problems. We need more people- users, administrators, someone else involved in finance for immediate term. Can we separate accounts for card use? You have to trust the cardholders. to investigate.

Town Hall event went well. Possibility of new members. There were some artists needing to have drawing boards refurbished. Next time we should have videos running.

Finance- apologised for failure of pp 6-8 of Financial Report.

provided the latest figures (statements in email)-

Bank balance: £16,680.45
Cash in safe: £210.00
Cash in coffee box: £36.35
Total: £16,926.80

Equivalent total last month: £16,611.43

Cash banked in month: £420.00
SumUp income in month: £ 108.32
Major expenditure in month:
BT Internet £56.38
Insurance £273.02

requested spreadsheet for the year- once only, to be circulated. Can we produce summary report to last day of the month?

OSCR return and Compliance- Little to report on income/expenditure. Tea/coffee fund more than buoyant. to arrange to meet auditor.

AGM- To take place on 27th March. Constitution allows members to offer to become Trustees. Applications for members wishing to become Trustees to be received before 19th March, 1600 hrs, with personal statement of no more than 50 words.

Group photo after AGM? Who will take the photo? Will speak to

Membership applications-

Health and Safety, inc cleaning- No incidents to report. Cleaning done a week past Sunday.

Member Welfare and 'silent' members- No changes reported since last month.

Workshop/Laser/CNC- Four people in workshop recently. A queue building up. Suggestion for re-organising workshop- Remove mobile bench- blocks other benches. Put in 2 or 3 4x2 benches. Could big bench be cut down? Conclusion- Build 2 4x2 benches. 3rd on a possibility. Put mitre saw in outside cupboard. Wood vices in garage, could be used. to build benches? Mobile, but not on wheels. Mobile bench could go outside? Vacuum? Storage difficult if we have more. Dust separator- surplus. may offer to other Sheds.

- Router on order. Car project- chassis under way. will soon stop use for model. Machine will then be stripped and reassembled for Shed use. suggested supervised learning on CNC. Comment made that ear defenders be mandatory. Earplugs necessary. Need appropriate signage.

Laser- presented a sheet on Shaper Trace freehand drawing toolkit. Not great or reliable will investigate. Graphics tablet better.

Lithium batteries- fire hazard if damaged? Should we have a dedicated fire extinguisher? It's a risk, but manageable to speak to fire extinguisher supplier, regarding the risk.

Grant for internal filter/extractor- Do we need another one? Carbon filter needed for small workshop.

suggested a need for LED work lamps for small workshop, for close-up work. Will research.

Garage and Metalworking- Garage still needs to be cleared! Wood storage not readily accessible. started to drain the water tank. Needs to be siphoned, or use a sump pump.

Yard and Loft- A limited number of people are tidying up. Plastic racking could be used in the loft. Use spare shelving on 2x2 frames to examine.

Flat above changing rooms- The flat next to the Pagoda (84 Borland Road) was discussed. advised that the Bearsden East Community Council had been in correspondence with East Dunbartonshire Council and had invited them to a meeting to discuss the state of both the pavilion and the flat next door. They failed to respond to the invitation. The flat has now been vacant for six years and is in quite a derelict state.

advised that the Trustees may consider an asset transfer request for the Shed to take over the flat and associated grounds. The Trustees unanimously agreed to submit an asset transfer request.

Grants, etc- updated the position on grant applications. East Dunbartonshire Winter Connections Programme Fund includes support for Lunch Clubs. Request made for £200 for 6 weeks of Winter Warmers each Tuesday in the Shed. No reply as yet.

Grant application suggestions- suggested that the Trustees identify, on an ongoing basis, equipment and projects, and their costs, that might merit funding. Having such info on an ongoing basis might coincide with the revelation of additional grant sources. Following discussion included a suggestion that some funds might be deposited in an alternative facility.

will continue to work with on grant applications.

AOCB-

Date of next meeting- Tue 19th March

Meeting closed

Minutes of Trustees' Meeting, Tue 21st November 2023

Present- [REDACTED]

Apologies- [REDACTED]

Resignation- [REDACTED] reason for stepping down were understood. He will, however, continue with day-to-day involvement with the Shed.

Replacement Trustee- [REDACTED]

Minutes of previous meeting- [REDACTED] (with one minor amendment)

Matters arising- [REDACTED] had a talk with Shed member/keyholder who had been working alone in the garage and disregarding safety procedures. A verbal warning was given. Now on WhatsApp groups, and has since done Keyholder duty. [REDACTED] highlighted issue of sparks at yard entrance. [REDACTED] 'Need a screen' [REDACTED] 'Should be a metal bench with screen, in the yard'

Finance- [REDACTED] left a note of expenditure/donations and tea/coffee contributions. [REDACTED] presented financial details, and left the meeting at 7.10 pm for an appointment.

Compliance with Constitution and OSCR- [REDACTED] Can you access our a/c yet? [REDACTED] No. Need ID + signature from Treasurer. Shares concerns over our security. [REDACTED] 'Only abbreviated monthly summary needed' [REDACTED] Can't act till all in place. 'Live access to accounts and spreadsheets' Changing email address is essential. Two signatures possible under new account arrangements. Proposing at least four authorised signatories. One must be Treasurer or Depute Treasurer. Payments- must be a pre-authorisation system. Possible with electronic system? Propose that for under £50 or under £100, one Trustee can authorise. Up to £500, online form, needs two signatures. Ove £500, requires Board approval. [REDACTED] Separate login for payment? Concerns expressed over 'fraudsters' One person could fall foul of fraudsters. [REDACTED] Two cards, in case of incapacitation? [REDACTED] 'Master' card with unlimited use? Sub card for lesser sums [REDACTED] Once this is resolved, share this knowledge with other Sheds through SMSA? [REDACTED] Present thoughts for further discussion? Separate boxes required for tea/coffee and actual donations. Need more 'regular cash' donations.

AGM and OSCR return- AGM date? March? Will returns be ready for then? [REDACTED] intends having this done for January. [REDACTED] End of Jan/early Feb for auditing.

Membership applications- [REDACTED]

Health and Safety, inc cleaning- Safety signage upgraded. [REDACTED] Audit of application forms? [REDACTED] to amend Disclosure sheet.

Member Welfare- [REDACTED]

Workshop/Laser/CNC- [REDACTED] run a 'brilliant' operation. [REDACTED] Laser ducting to be completed. Need grant funding for upgrading. CNC working again. 3D printed donated. Needs to be rebuilt. [REDACTED] Need new fence on bandsaw. Replacement researched. Axminster has 'Black Friday' reduction, £115. Also need wood lathe chuck and components, £207 All approved purchase.

Garage and Metalworking- [REDACTED] Garage, electrical issues. CNC breaker tipped. [REDACTED] to examine sockets. Will also isolate heating elements on water tank. Also need to look at double external socket for near new outdoor cupboards. [REDACTED] A few tools left for sale, etc.

Flat above changing rooms- mentioned the benefit of recent yard improvements. Recent 'on record' conversation suggested we should 'show an interest' 'Turn off all services, leave flat empty'. We could have access to the garden. AE- Worth considering further. Use yard and garden. Serious safety issues for any use. Small spend for 'no use' to retain yard and garden' to make 'asset transfer' inquiry.

Yard- All agreed that recent upgrading 'wonderful' One small puddle at gate. Will contact contractor about drain. Also hard core for vehicular access.

Social Group- Christmas Lunch, good number to attend. Tuesday lunches- Soup event successful.

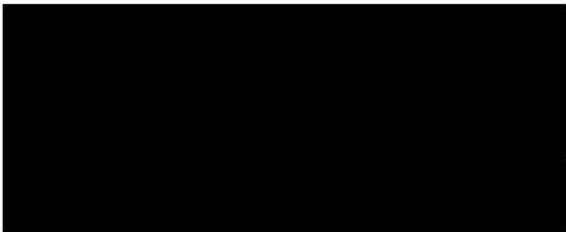
Succession planning, passwords, logins, security arrangements- Some younger members seem keen to be involved. Passwords, etc- Dropbox set up, but need a scheme to use it, space for spreadsheets, passwords, etc. Test email sent. Needs further refinement.

Grants, etc- reluctant to proceed with the mental health application. This could finance Tuesday lunches for a period. Something to keep the bank balance buoyant. Could purchase timber for mud kitchens. Comment made that Community grant process 'difficult' Could use a grant for IR heating panels for the garage.

AOCB- Roof- some slates off or loose. To ask to look at it. Could we organise a Spring sale? Last sale successful. We need to find ways of raising our own funds. 'Dunny' in garage- store tools, etc, for sale. Suggestion of Jumble Sale/Bring and Buy Sale/car boot sale. Volunteers needed.

Date of next meeting- Tue 19th December

Meeting closed



..... Chairman

Minutes of Trustees' Meeting, Tue 17th October 2023

Present- [REDACTED]

Apologies- [REDACTED]

Minutes of previous meeting- Prop, [REDACTED]

Matters arising- Asset tags- [REDACTED] Taken delivery. Spreadsheets to be made available for recording. [REDACTED] Charles and Charlie to help with grant applications. [REDACTED] Bank application ongoing. [REDACTED] CCTV recording cars in vicinity at 2.00 am. [REDACTED] has contacted Police.

Finance- [REDACTED] Opening balance, 18 Sept, £23784 Closing balance, 16 Oct, £18953 Down by £4831

Significant outgoings- [REDACTED] £ 869 (extractor) £56 (bench fitting) Paper towels, £77 Lacquer spray, £12.30 Screwfix (foam filler) £33 [REDACTED] materials) £3389 [REDACTED] agreed contract, £5400 labour)

Lodged- SumUp, £14.76 Cash, £42 + £60 = £102

After expenditures, £18953 - £5400 = £13550

[REDACTED] Major expenditures, balance on downward trend. [REDACTED] money to come after Nov 4th sale. [REDACTED] 'Funders' Fair', Kirkintilloch, to seek resources. [REDACTED] Could consider 'Spring Sale' as alternative income. [REDACTED] 'We should not have 'excessive' funds in the bank. [REDACTED] 'We need a cushion'

Compliance with Constitution and [REDACTED] We are not compliant. Need to safeguard each other. May 'step back' as Secretary till matters resolved.

Cash counting- Verified Treasurer's report should be written at all meetings.

Interim arrangements- Expenditure requests on Trustees' WhatsApp for approval. This is not happening, therefore payments made by Treasurer 'not compliant' Spreadsheets needed for SumUp, % deduction for donations. Accounting for expenditure- 'no record' of tea, coffee, cleaning materials, on spreadsheets. [REDACTED] Members' donations are after tea/coffee/milk bought. Need a memo to indicate what has been spent on tea, coffee, etc. [REDACTED] Change name on box to 'Tea Fund'- surplus should be entered as 'surplus' [REDACTED] Need a record in some form for this expenditure. Also, recording expenditure from account, WhatsApp for Trustees.

[REDACTED] Proposal – That [REDACTED] holds all backup info regarding banking systems. [REDACTED] has 'secure storage' Will also investigate Cloud Storage for the Shed.

Banking- [REDACTED] application in progress [REDACTED] Four signatories required. Only have three, one more required. [REDACTED] on this matter.

Membership applications- [REDACTED]

Health and Safety, inc cleaning- Nothing to report.

Member Welfare- [REDACTED]

Garage and Metalworking- [REDACTED]

Group Reports-

Workshop- Laser- CNC- Tuesday meeting 'brilliant' 'Maximising material for the sale' driving this. Confirmed that CNC motor spindle is bent. Needs a new spindle has one to try before we commit to buying (New, approx £150)

Yard- Preparations for improvement work progressing well. We may need more hardcore for infill.

Social Group- Outing to Police Museum cancelled due to lack of uptake. Chinese meal changed at last minute to Indian meal. Christmas lunch- suggest that date be 2-3 weeks before Christmas.

Grant applications- New one for Nov 26. will speak to Still need to read the guidelines to determine what we may need to buy. May need a chuck for wood lathe.

No application to Lottery Fund since our Year 1. Could be OK now to re-apply.

AOCB- None.

Date of next meeting- Tue 21st Nov

Meeting closed

..... Chairman