

Totton Men's Shed Committee Meeting

Agenda – Monday 17th May 2021

1. Chair's welcome
2. Apologies
3. Minutes of Last Meeting
 - a. Matter's Arising
4. Correspondence
5. Treasurer's Report
6. Chair's Report
7. Session Manager's reports
8. Practices and Procedures
9. Shed Preparation
10. Any Other business

NOTES:

Lease

- a) Waiting for a response from the town council

2) Structure

- a) The Men's Shed committee is now a sub-committee of the Totton & Eling Community Association Management Committee.
- b) A vote was taken at the CA committee to officially create the Totton Men's Shed Sub-committee.
- c) The Shed committee is free to make decisions about the shed but is obliged to pass the outcome of decisions on to the CA Committee for ratification. This is required under Charity Commission rules.
- d) For this reason, the agenda & notes sent out to members of the shed committee prior to a shed meeting and the subsequent minutes produced after the meeting must be sent to TANDECA@hotmail.co.uk in addition to all shed committee members.

3) Session Management

- a) All of the use made of the Totton Men's Shed (the shed) will be organised as a Session. Some sessions will be formal and other less formal. (See: [Managing Sessions.pdf](#))
- b) The shed cannot be open unless there is a Session Leader there.
- c) Sessions will normally be a few hours but may be any length of time agreed by the committee.
- d) Session Managers will be members of the Men's Shed who have undertaken to manage a session and who have accepted responsibility and have understood and signed the "Session Managers Agreement". (See [Session Managers Agreement.pdf](#))

4) Outside Agencies

- a) If outside agencies may become members of the shed and will automatically become normal shed users and need only follow the normal 'Session' management rules.
- b) Outside Agencies who are not members may use the shed but will pay a room hire charge which will be used by the Men's Shed to offset running costs.
- c) They will also come under the standard Community Centre rules for room hire.
- d) The room needs to be arranged so that machines etc. can be shut away. The room needs to be clean and safe when left. A large corner cupboard could be built and used for this? There are 2 small lockable cupboards for valuable items.
- e) The shed committee will need to agree all use of the shed whether by shed members or by outside agencies.

5) Sessions

- a) Sessions can cater for almost any group, (See: <http://compark.co.uk/tottonmensshed/activities.html>) but must be carefully planned, controlled, and run.
- b) I will start the first session starting after May 17th. I will run a tea and chat session for members on Wednesday mornings. I will need to create a fair way of limiting them to 6 people. This will show people that we are there, and we can collect people's thoughts and ideas.
- c) What can other members of the committee run?

6) The Shed

- a) We need to sort the room out after 17th June. Benches need to be fixed in place and cupboards build and installed.
- b) We need to configure the shed to meet the predicted needs.
 - i) Woodworking
 - ii) Outside agencies using it
 - iii) Ukulele group
 - iv) Social group
 - v) And any other possible session
- c) We need an area that can be closed off or a cupboard into which machines and other things can be stored out of the way.
- d) We need to establish and agree our working practices.

7) Shed Management & Funding

- a) We need to understand what our objectives will be and how we intend to achieve them.
- b) Who can use the shed & who can't?
- c) How will we fund what we do?
- d) How we can help schools, churches the town council etc.

Minutes of Totton Men's Shed Monday 17th May 2021

1. Welcome from the Chairman C.C.
2. No apologies
3. Minutes of last meeting, no matters arising.
4. Correspondence :- C.C. re. lease from Town Council
5. Treasurer's report, discussion re. money going into bank, bypassing treasurer (unable to keep accounts up to date.)

(This was due to Paul paying £20 for membership, directly into the CA Bank. – Resolved)

6. Practices and Procedures, ongoing by C.C. , committee need to look at web pages of Men's shed and Community Association to avoid duplications.

7. SHED PREPARATION

- a) Key for shed held in C.A. office, plus 3 others, C.C., J.B., and S.D.
- b) S.D. to look into safety of equipment (lock on sockets?)
- c) C.C. to run social/introduction sessions
- d) Ukulele group to use shed C.C.
- e) Opening date according to government guidelines
- f) John Hughes (gardener) moving, G.M. to plant donated plants

8. A.O.B. G.M. to man car boot table, plus S.M.T.?

Any items to be added to next agenda for discussion to S.M.T. (Shelagh)

Meeting closed 15.20

Date of next meeting Monday 5th June 2021