



## The Royal Wootton Bassett Shed

The RWB Shed Annual General Meeting Thursday, 3rd December 2020

### Minutes of The Meeting

Date issued: 4th December 2020

#### 1. Apologies

John Theobald, Pete Upton, Norman Warr, Tony Hutchings, Lizzie Lewer

#### 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), John Parker (JP), James Sadler (JS), Mike Bamford (MB), Jeff Jones (JJ), Mike Childs (Visitor non-voting)

#### 3. Approval of the Minutes of the AGM held 5th December, 2019

Acceptance of the minutes proposed by JS and seconded by TQ

#### 4. Review of Actions and Matters Arising

There were no matters arising Action Review see the later section 14 for the review of actions from 5th December 2019.

#### 5. Chairperson Report

What a challenging year we were to have, lots of projects to look forward to, an invite to Bushton Hall open day allowing us to sell our wares. South West in Bloom allowing us to follow on from last year's achievement of "Outstanding" in our field. Not to mention another crack at producing items to sell at the notorious Christmas Fayre.

But then came "Covid 19" what a nightmare. But everybody rallied albeit from a home prospective. Carrying out outstanding projects for the community, completing our own projects at home and growing things i.e. vegetables etc to producing flower hanging baskets and planted wheelbarrows.

Everybody did the SHED proud with all their exhibits sent in to put on the web site. Thank you.

Having had communications with the South West in Bloom organisers telling me that this year's competition was in fact going to be closed I was asked if applicable, to submit to the panel a portfolio and statement informing the judging panel of the things that our IYN (in your neighborhood) at the shed had been up to and continued to create during lockdown. I produced a document together with a portfolio of the projects we had completed for the community together with photographic evidence. Also projects carried out at home and in the garden again with photos etc. I have recently heard from the SWB committee regarding hopeful reinstatement of the competition in 2021 and that after consideration of our input of a portfolio and statement for this year they have awarded us the following certificates;-

"Feeding your Community in 2020"

"Inspiring Others in 2020"

"Recognition in 2020"

Following on from this we were in fact informed that we could return to the shed but would need to comply with Covid rules and regulations. Between Phil and myself we set too, creating Covid procedures and statements together with Risk assessments which were duly put before the D&WFRS who accepted them and allowed us back to the shed albeit

in a different format to what we knew. A PPE trolley was also created and filled with all the necessary equipment needed for the return.

Other things seem to come along that caused small issues but were dealt with via communications with RWB council H&S exec, sorted and put us back on track.

Lock down also allowed me to produce five wheeled trolleys for us to fix our big items of kit onto which would make it easier to fetch kit out of and put kit away in the sheds. The end result is fantastic and made the effort all worthwhile.

Although it has been a funny old year we have managed to entice one or two new members to which I say “Welcome”

At long last I have managed to create an asset list of ALL equipment within the shed for insurance purposes, no mean feat I can assure you.

Thank you to all members for being so patient this year with a special thank you to Phil for tremendous support throughout this pandemic.

On a positive note hopefully we shall soon have a vaccine for this horrible Covid 19 which will again allow us all to resume coming to the shed with some sort of normality.

Finally thank you to D&WFERS for allowing us the use of the Fire station but most of all thank you to all members for their friendship, camaraderie and understanding over the last twelve months.

## **6. Secretary Report**

In view of ongoing medical conditions, the Secretary has tendered his resignation which has been accepted by the committee. A replacement to fill the role will be canvassed later

## **7. Treasurer Report**

### **7.1. Accounts Examiner comments**

JP reported he has reviewed the accounts presented by the Treasurer and that all is in order with no questions arising. Because of

Government regulations this had to be achieved on-line. The accounts are now presented in a more structured format as requested by members from the 2019 AGM. JP thanked the Chairperson & Treasurer for their work throughout the year in keeping the funds at a level to cover the increased expenditure.

## **7.2. Accounts for the year 1st November 2019 to 31st October 2020**

PH provided those present with copies of a financial statement consisting of a Balance Sheet, Income & Expenditure (I & E) & Budget Forecast 2020-21

At the end of the 2018 - 2019 financial year The Shed had cash in hand of £2149.68

At the end of the 2019 - 2020 financial year we have cash in hand of £2194.72

This means we are £45 better off from where we were 12 months ago and despite Covid-19 and a seven month lock down it has been an excellent outcome.

Whilst losing 6 members from the 2018-19 roster, we gained 8 new. This gave us an income of £680.00, £75.50 above the previous year.

PH said that the insurance premium for The Shed increased in cost for the 2019-20 year, but has been reviewed for 2020-21.

The new quote from our existing insurers had risen to £523.46, an increase of £23. They were challenged on this and informed we were looking for other quotations. They were asked to review it and came back over £100 cheaper at £428.07.

However after seeking the opinions of other sheds in the UK, the overwhelming consensus was for two providers, Zurich Insurance and Export & General. We have chosen to go with E&G with a premium of £353.00. This provides a reduction to our current premium of £150 from this year's £500. In addition it gives us better cover than at present especially for buildings. Proposed cover is £3k contents, £52k buildings, Employers, Public and Product liability.

The year started very well with a high from the RWB Christmas Lights Fayre, which netted The Shed £385.00 and then continued with income from five projects for Nationwide Building Society, Wiltshire Wildlife Trust, Goatacre CC & 2 for Jubilee Lake Tea Rooms.

These five projects alone gave a nett income of £ 753.10. In addition there were numerous smaller projects itemised in the I & E.

Needless to say, as well as income there has been expenditure. By far the largest is that of Personal Protective Equipment (PPE), whether for general use or indeed because of Covid-19.

PPE has cost The Shed £517.17, with the Covid-19 items costing £472.60 alone to date. It is hoped that sufficient has been secured to see us through the winter and to the end of the pandemic, but no-one can be that certain of the future.

Other expenditure has included two capital items ( Triton Table Saw & Evolution Compound Mitre Saw at a cost of £ 269.99) as well as numerous consumable items, such as bandsaw blades, planer blades, saw blades, etc. A breakdown is shown in the I & E.

An additional item mentioned was the instigation of a card reader for credit card payments. The transaction fees are very reasonable at 0.25%.

Acceptance of the accounts was proposed by MM and seconded by JL

### **7.3. Budget and Subscriptions for 2021**

PH provided details of the proposed budget in the previous discussed Financial Statement pack. PH went on to say that it was quite difficult to determine an accurate budget as much depended on how much work the shed members undertook. However a 'best guess' estimate showed a possible expenditure of £1054.00 with an additional value of £690 for devaluation of capital items.

Member subscriptions will rise to £35.00. The reason for this will be covered in 13.3 Any Other Business.

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

John Parker offered to remain the Accounts Examiner for 2021.  
Proposed by MM and seconded by JL

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

MB raised a point of order and stated that The Shed had never had a committee before and why was one now being sought. It was pointed out by MM that there always had been a committee, as stated in the constitution and shown as being made up of the 'Officers and Committee ... and Members'. MB accepted that this was so.

The following officers were elected for 2021

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

#### **9. Website Update**

Three questions were asked of members attending the AGM

- a) Do the members use it and find it useful?
- b) What do members want to see on it?
- c) Any volunteers to help run it?

The overwhelming response to the first question was a definite "Yes!"

The general answer to the second question was for it to contain basically, exactly the same information as at present, but that maybe it could be presented in a slightly different format. That is, for the projects undertaken be classified under yearly headings, rather than all items

following on one after the other. Also, that the News page be retasked to only cover true news pertinent to the shed. PH said that he had been in touch with the server owners where the website is housed and that changes could be made but because of the age of the site and the software used, it is not straightforward to change, but that new software was in the process of being developed for roll-out in 2021.

PH told the meeting that he might be prepared to assist with the website maintenance, but would like some time to become familiar with it before committing.

MM was happy to carry on this role as Webmaster. Proposed by AR and seconded by JS.

## **10. 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**

It was felt that whilst the pandemic has caused any plans for trips to be abandoned at the moment, but that when we return to a more normal environment, excursions could resume.

## **12. Equipment**

No replacement kit is required at the moment as two new replacement items were purchased earlier in the year. However, as we now have a full inventory of items, it is possible to create a capital asset list and start to make provision in the proposed budget for depreciation and aged item replacement.

## **13. Any other business**

**13.1. Insurance**

The matters concerning Insurance for the shed and members had been covered in the Treasurer's report.

**13.2. Health & Safety**

GS made a general comment to attending members, that there had recently been notice of members becoming a little lackadaisical in regards to their safety around dangerous kit. He reinforced the need to use all guards where appropriate as well as timber pushers when using the table saw and the like.

PH also mentioned the need to not walk away from a running machine to work on/or collect additional items. If you move from the machine it must be switched off.

**13.3. Consumables for work undertaken**

There had been some recent discussion about the use of consumables used for work undertaken by members for their own use as well as used in making items for non-shed personnel.

PH read a statement that had been prepared by the Chair and Treasurer to attempt to explain how project work undertaken for external 'customers' differed to those items made for personal use.

Considerable and sometimes heated discussion ensued, with the outcome being a resolution put forward by GS, that members making items for personal use would not incur any charge for consumables but that the annual subscription be increased by £5.00 to £35.00. GS proposed AH seconded. The vote for was unanimous with one abstention.

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

Inventory/Asset list of Key items	Completed - Discharged
-----------------------------------	------------------------

ACTION: Albi Richardson	
Christmas cards to members of various supporting organisations ACTION: Albi Richardson	Completed - Discharged
Community Magazine entry needing updating to mention only the shed email address. ACTION: John Loran	Completed - Discharged  But JL pointed out that it was likely that the community magazine might cease after one more issue.
First Aid training by SW Ambulance Service ACTION: Tony Hutchings	
Treasurer report to be spreadsheet based and include full breakdown annotation. ACTION: Treasurer	Completed - Discharged
AGM to include budget forecast for the following year. ACTION: Treasurer	Completed - Discharged
Generic email addresses to be updated via website owner for 2020. <a href="mailto:info@rwbshed.uk">info@rwbshed.uk</a> to be Chair & Secretary only ACTION: Mark Mudd	Completed - Discharged
Change website mobile number from Mark to Tony. ACTION: Mark Mudd	Completed - Discharged
Investigate creating a Facebook account. ACTION: Phil Howell & Mark Mudd	Completed - Discharged
Insurance renewal urgently required. (current expiry 11 Dec 2019) ACTION: John Loran	Completed - Discharged

**The meeting closed at 12:00 hours.**