



Men In Sheds Bedford: Trustee Report Autumn 2018

Name:	Men In Sheds Bedford
Charity Commission Number	1174339
Address	Amphill Road Bedford. MK42 9HE

The charity is overseen by five trustees that meet several times a year; and the operation running of the charity is done by a management committee, who meet monthly.

Three of the appointments to the role of trustee are by Ex officio from election by the members of Men In Sheds Bedford at the Annual General Meeting (Chair, Treasurer, and Secretary). Two Trustees have been appointed by the AGM in November 2020. Note that, committee members stand for a year, and trustees will stand for three years.

Appointments to the Management Committee are made during the AGM (last one in November 2020). Other individuals may be co-opted by the management committee, to the management committee, during the year when necessary.

Trustees:

Steve Conway (Chair)
Jeremy Honner (Treasurer) -sadly passed away in 2021
Frank Dutton (Secretary)
Warwick Holden
Stephen Clare

Management Committee:

Stephen Conway	Chairman
Jeremy Honner / Ken Buckles	Treasurer
Frank Dutton	Secretary
Stephen Clare	
Warwick Holden	
Barry Richardson	
Fraser Young	
Richard Warmesley	
Ken Baddley	

For the Charity, the major event of the past year has been that the charity has secured the use of a new area in the main building (next to the Workshop area in the Annex). This has been made possible by Bedford Council. The area needs refurbishment; however, we have already secured two grants for this purpose. The first milestone is the replacement of the flooring to create a safe area for members to access, and it is planned that this will take place in December 2021 (and was finished in the first week of December 2021).

The charity's work is about providing an environment for people (specifically older men, but not exclusively) to meet, to talk, to undertake personal and group projects and hobbies, as well as



projects for the wider community. These projects are mostly around practical engineering skills involving woodwork, metalwork, computers, model trains, and other related activities. Since the outbreak of COVID in 2020, face to face meeting have been limited due to the government guidelines (which have ranged from no contact, to limited outdoor contact, to limited indoor contact). However, throughout the restriction, we have run bi-weekly Zoom session most weeks, along with an active unmoderated WhatsApp chat group. This year we have undertaken a group project of building Christmas trees (from recycled timber) to display at the Kempston Town Christmas Lights switch on event. The plan was to attend the event on the 7th December with a stall to display the trees, and hopefully raise our profile and raise some funds; unfortunately this was cancelled due to bad weather.

In the past, we made group trips to places of interest to the group, and we also general social gatherings such as Christmas Lunches and Barbeques; but obviously this has been curtailed by COVID guidelines since 2020, although we hoped to run an event in December 2021, this too had to be cancelled due to COVID.

We have continued to try the teaching and the learning of new skills (specifically, using tools and machines for woodworking and other materials; and information technology, computers, phones, tables, and software) but this has been quite limited as we have not been able to provide any close working in the last eighteen months. Starting in November 2021, we have restarted the training and safety assessments, so new members can use the power tools in a safe manner.

Finally, we have, in the last few months, provided weekly session, where two gentlemen with Alzheimer can visit and have one-to-one support for a few hours. This is part of a scheme where we evaluate if we can provide any assistance the care of people who are suffering from this condition.

We raise funds primarily from members subscriptions. Currently these are ten pounds to join, and a monthly subscription of four pound a month by standing order. Although we operate a scheme were no one will be excluded from the charity if they cannot afford this amount.

In addition, we have obtained several grants for specific purposes, such as a new lathe, air filtering equipment, grinding wheels, pillar drill, and a new table saw. In the past we have had a few grants that have provided money for the general running of the charity. Last year, and this year, we have received two grants from local councillors to purchase a new table saw. We have also secured two grants for refurbishment of the new Craft Area.

Finally, we raise some money from using donated items (mostly wood) and receiving donations from items that the members have made.



Achievements for November 2020 – December 2021

Obtaining the area from the council to expand the physical space
Obtaining two grants for refurbishment of the (new) Craft Area
Buying a new table saw (with two grants from the council, one last year, and one this year)
A major group effort to restore the garden area next to the workshop to a nice area for all occupants of the Bedford Arts and Craft Centre to sit and enjoy.

Events for November 2020 – December 2021

Presentation for the local Quakers

Group Activities for November 2020 – December 2021

A major group effort to restore the garden area next to the workshop to a nice area for all occupants of the Bedford Arts and Craft Centre to sit and enjoy.
A team of members cleaned and made COVID safe the workshop several times

Other Notable Achievements for November 2020 – December 2021

An articles in Carers in Bedfordshire, highlighting the charity and how it has benefited one of our members who is a full time carer.
Agreement from the council to take over an area in the main Art and Craft building for the charity
Despite COVID, support from the members has been solid, with six new member joining, keeping our membership numbers consistent.
A second grant from a local councillor, allowing us to place and order for a new table saw.
Two grants from charities to allow us to start refurbishing the new Craft area in the main building.



Organisation Objectives – By the end of 2022 we aim:

- **To recruit new members to raise our membership to 70.**
- **Continue to improve our visibility to public and members through further improvements to our website, regular distribution of meeting minutes to members, production of regular shed progress bulletins to members and attendance at local public occasions or rallies.**
- **Increase our product and repairs businesses to assist in funding and community appeal**
- **To increase our breadth of activities and further strengthening of our IT activities, branching out into programming, electronics and robotics, CNC and 3D printing,**
- **Increase involvement in model trains interest group.**
- **Increased opening days to accommodate the growth of demand.**
- **To secure additional funding (income from sales and grants) to help fund the core running costs of the Shed.**
- **Continue with membership by standing order process which has proved successful making the shed affordable to anyone.**
- **To increase our reserve funding to provide a deeper level of security against unexpected demands.**
- **Investigate Gift Aid to increase the value of our funding.**
- **Complete refurbishment of the new Craft area**
- **Complete refurbishment of the toilet / kitchen area of the new Craft Area**



Current Financial situation (as of December 2021)

Current Balance in Bank Account	12691
Current Petty Cash	176
Main Charity Reserve	2000
Craft Area Reserve	3000
Insurance Reserve (to date)	250
Saw Bench Grant	1089
Grant for Craft Centre CF	3000
Grant for Craft Centre MC	2418
Nett Balance of unallocated funds	1110

Overview of Accounts for Men In Sheds Bedford December 2020 till November 2021

The financial year runs from the 1st of December till the 30th November.

The charity has one bank account with Barclays and a petty cash pot. We are currently keeping a reserve of £2000 for the charity, which is ringfenced in the main bank account.

Income is largely by the members from a monthly standing order (some members choose to contribute more than the basic amount for monthly subscriptions). In addition, we raise money from a joining fee, a donation for work we undertake (mostly small woodworking projects of late) and sales of items we have made (or refurbished). Also, some small amounts from Amazon charities.

Our expenditure is fundamentally our insurance and the cost of our internet (from Plusnet), along with tool replacements such as saws and saw blades etc. We also have some software costs, which has recently just been the cost of hosting our website.

We have two projects ongoing at the time of this report.

One was the replacement of our table saw, which was covered by two grants from local councillors (one carried over from last year, and one from this year). The saw has now been bought (in the December 2021, and paid for). This required a small amount of extra money above the combined grants, which the charity has covered. Obviously this is not shown on this year's financial report, but will be on next years.

The second project is the refurbishment of the Craft Area. We have allocated £3000 of our funds to this project. In addition, we have secured two grants for this project (one from the Connolly Foundation, and the other from Municipal Charities, which was specifically for replacing the flooring in the area). Again work has taken place in December and again expenditure will be shown in next year's accounts.

Appendix A has the report of our finances.

Our income was £8695, and our expenditure was £1174.

After reserved funds are allocated, this leave us with a closing balance of £1110 for general use.

Appendix B has a summary of our Bank Activity

Note that there is a small adjustment as the bank account statements run from 28th of November 2020 to 26th of November 2021

Appendix C has a report on our membership payments into the bank account

Appendix D has a report on our cash activities.

Appendix E has a report on our bank activities (excluding routine monthly membership standing orders)

Appendix F has a report on the combined bank and cash accounts, detailing breakdown of the sources of income.

**Appendix A: MiS Bedford Accounts Financial Year 01/12/2020 to
30/11/2020**

<u>Contributions</u>	Actual	Relating to	Budgeted	Difference
	Income	2020/21	Income	
Subscriptions (70 Members)	1266	1266	1560	-294
Joining Fee (10 Members)	130	130	100	30
Catering (tea and coffee)	0	0	50	-50
Sales, Misc, and Honesty Box	256.99	256.99	200	56.99
Over Subscription	396	396	168	228
Donations	421.55	421.55	0	421.55
Amazon Europe	41.71	41.71	0	41.71
Paypal Giving	0	0	0	0
1-2-1 Contributions	15	15	0	15
Grant for Craft Centre CF	3000	3000	0	3000
Grant for Craft Centre MC	2418	2418	0	2418
Grant for Table Saw	750	750	0	750
	-----	-----	-----	-----
Total Income	8695.25	8695.25	2078	6617.25
	-----	-----	-----	-----
			Red means under budget	Positive means over budget
<u>Expenditure</u>	Actual	Relating to	Budgeted	Difference
	Expenditure	2020/21	Expenditure	
<u>Tools</u>				
Tools	0	0	100	100
Spares	72	72	200	128
COVID supplies	0	0	50	50
	-----	-----	-----	-----
	72	72	350	278
	-----	-----	-----	-----
				Positive means under budget
<u>Cost Items</u>				
Insurance 2021-2022	476	476	500	24
Software Licenses	0	0	85	85
Web Hosting	0	0	33	33
UKMSA Affiliation Fee	24	24	24	0
Publicity	0	0	130	130
Summer Barbeque	0	0	75	75
Running Contingency	0	0	120	120
Electical Work	190	190	0	-190
New Powered Hand drill	152	152	0	-152
	-----	-----	-----	-----
	842	842	967	125
	-----	-----	-----	-----
			Red means over budget	Positive means under budget

Utilities				
Internet	260	260	234	-26
	-----	-----	-----	-----
	260	260	234	-26
	-----	-----	-----	-----
			Red means over budget	Negative means over budget
	-----	-----	-----	-----
Total Expenditure	1174	1174	1551	377
	-----	-----	-----	-----
			Positive means	under budget
<u>Reserved Funds</u>	Actual	Relating to	Reserved	Remaining
	Expenditure	2020/21	Fund	Reserved
Main Charity Reserve	0	0	2000	2000
Craft Area Reserve	0	0	3000	3000
Insurance 2022-2023	0	0	250	250
Saw Bench Grant (2019)	154	154	493	339
Saw Bench Grant (2021)	0	0	750	750
Grant for Craft Centre CF	0	0	3000	3000
Grant for Craft Centre MC	0	0	2418	2418
Outstanding Debts	0	0	0	0
	-----	-----	-----	-----
	154	154	11911	11757
	-----	-----	-----	-----
				Current amount of reserved funds
<u>Current Funds</u>	Actual	Relating to		Balance
	Funds	2020/21		
Bank Account	12691	7955.25		12691
Petty Cash	176.56	61		176.56
Outstanding Credits	0	0		0
	-----	-----	-----	-----
	12867.56	8016.25	0	12867.56
	-----	-----	-----	-----
<u>Overview</u>	Actual	Relating to	Budgeted	Difference
		2020/21		
Expenditure	1174	1174	1551	-377
			Negative means	under budget
Income	8695.25	8695.25	2078	6617.25
			Positive means	over budget
	-----	-----	-----	-----
Change from 2019-2020				6994.25
		Increase in	Disposable	funds this year
	-----	-----	-----	-----
Reserves and Restricted Funds	11757	0	0	11757
	Funds that are	allocated or	kept for	emergencies
Nett Balance	1110.56	0	0	1110.56
	Money	available to be	spent by the	charity
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Appendix B: Bank Account Statements – Financial Year 01/12/2020 to 30/11/2020

Date	Start Balance	End Balance	Money In	Money Out
		Adjustment plus 13 in from Nov-Dec 2021 statement		
28 Oct 26 Nov 2021	7482.79	12691.21	5572	363.58
28 Sep 27 Oct 2021	7341.39	7482.79	163	21.6
27 Aug 27 Sep 2021	6465.99	7341.39	897	21.6
28 July 27 Aug 2021	6298.3	6465.99	189.29	21.6
26 June 27 July 2021	6697.69	6298.3	125	524.39
28 May 25 Jun 2021	6595.69	6697.69	153	51
28 April 27 May 2021	6478.96	6595.69	138.33	21.6
27 March 27 Apr 2021	6378.56	6478.96	122	21.6
27 Feb 26 March 2021	6278.16	6378.56	122	21.6
28 Jan 26 Feb 2021	6126.67	6278.16	173.09	21.6
25 Dec 27 Jan 2021	5575.74	6126.67	572.53	21.6
28 Nov 24 Dec 2020	5477.34	5575.74	120	21.6

Adjustment minus 4 to last year's accounts

	8347.24	1133.37
Adjustment	-4	13
Final figure	8343.24	1146.37

Appendix C: Membership Payments – Financial Year 01/12/2020 to 30/11/2020

Date	Standing Order	Overpayment	Joining Fee	Total	
Nov-21	112	55	0	167	
Oct-21	102	30	40	172	
Sep-21	96	23	10	129	
Aug-21	98	25	0	123	
Jul-21	94	23	0	117	
Jun-21	124	26	0	150	M29 paid yearly
May-21	98	23	0	121	
Apr-21	98	26	0	124	
01-Mar	104	25	0	129	
Feb-21	104	47	10	161	M15 paid yearly
Jan-21	112	48	10	170	M37 paid yearly 2021
Dec-20	100	45	0	145	M37 paid yearly 2020
Cash Contributions	24	0	60	84	
Dec 2020 -Nov 2021					
Final figure	1266	396	130	1792	

Appendix D: Cash Transactions – Financial Year 01/12/2020 to 30/11/2020

Income Expend Balance
£99.54 £99.54

Opening Balance on the 1st December

	Date	Item	Class	Member ID	Income	Expend	Balance
Dec	16.12.20	Sales of Extractor	Sales	M3	£40.00		139.54
		UKMSA Fee		M3		£24.00	115.54
Jan	06.1.21	Vinyl gloves reinstatement	Misc		£24.99		140.53
		Donation M11	Donation	M11	£20.00		160.53
		Quakers	Donation	M11	£260.00		420.53
		Transfer to bank all Petty Cash				£20.00	400.53
		Transfer to bank all Petty Cash				£384.53	16.00
Jun	11.6.21	Honesty box	Misc	Unknown	£12.00		28.00
	11.6.21	3 D Printing of Plaque-		M27		£5.00	23.00
	17.6.21	Honesty box	Misc	M37	£6.00		29.00
	22.6.21	Vacuum Cleaner Bags		M8		£10.00	19.00
Jul	21.7.21	Honesty box	Misc	Unknown	£2.00		21.00
	22.7.21	Marlow Box	Sales	M19	£10.00		31.00
	27.7.21	Annual subs	Subscription	M29	£24.00		55.00
	27.7.21	Donation	Donation	M29	£1.00		56.00
	27.7.21	Donation	Donation	M84	£1.10		57.10
	27.7.21	Paid for band saw		M84		£20.00	37.10
Aug	4.8.21	Donation	Donation	Unknown	£9.45		46.55
	24.8.21	Honesty box	Misc	Unknown	£10.00		56.55
	21.8.21	Honesty Box	Misc	M74	£10.00		66.55
	21.8.21	Honesty Box	Misc	Unknown	£2.00		68.55
Sep	13.9.21	Honesty Box	Sander	M32	£10.00		78.55
	13.9.21	Honesty Box	Donation Chair repair	Unknown	£20.00		98.55
	13.9.21	One to One	One -2 - One	M94	£5.00		103.55
	28.09.21	Honesty Box	Joining fee	M95	£10.00		113.55
Oct	1.10.21	Grinding Machines	Sales	M84	£125.00		238.55
	12.10.21	Invoice Book	Misc	Unknown	£5.00		243.55
	12.10.21	Invoice Book	Joining fee	M91	£10.00		253.55
	18.10.21	One to One	One -2 - One	M3	£5.00		258.55

	Date	Item	Class	Member ID	Income	Expend	Balance
Oct	18.10.21	Membership Fee	Joining fee	M88	£10.00		268.55
	18.10.21	Coffee Potts	Catering	Unknown	£1.00		269.55
	18.10.21	18v XR Cordless Combi Drill		M25		£152.99	116.56
Nov	2.11.21	Donation	Donation	M70	£15.00		£131.56
	8.11.21	Membership Fee	Joining fee	M92	£10.00		£141.56
	8.11.21	Membership Fee	Joining fee	M96	£10.00		£151.56
	8.11.21	Chair Repair	Donation	Unknown	£10.00		£161.56
	16.11.21	Membership Fee	Joining fee	M98	£10.00		£171.56
	16.11.21	One to One	One -2 - One	M94	£5.00		£176.56

Total Income	£693.54	
Total Expenditure		616.52
2020-2021 Balance		£77.02
	Closing balance on 30/11/2021	£176.56

Subscriptions	£24.00
Joining Fee	£60.00
Catering	£1.00
Sales & Misc	£256.99
Donations	£336.55
One -2 - One	£15.00

Appendix E: Incoming Bank Transactions – Financial Year 01/12/2020 to 30/11/2020

(excluding ongoing monthly standing orders for membership)

				Income
Dec-20	Nothing			
Jan-21	Year Subscription 2019-2020	Subscription	M37	£25.00
	Joining Fee	Joining Fee	M83	£10.00
Feb-21	Year Subscription 2019-2020	Subscription	M15	£25.00
	Joining Fee	Joining Fee	M84	£10.00
	Amazon	Amazon	Amazon	£10.09
Mar-21	Nothing			
Apr-21	Nothing			
May-21	Amazon	Amazon	Amazon	£17.33
Jun-21	Donation	Donation	Bedford Bowling Club	£25.00
	Donation	Donation	Unknown	£10.00
Jul-21	Nothing			
Aug-21	Donation	Donation	Unknown	£50.00
	Amazon	Amazon	Amazon	£14.29
Sep-21	Donation	Donation	M58	£50.00
	Grant for Table saw	Grant	Bedford Borough	£750.00
Oct-21	Joining Fee	Joining Fee	M90	£10.00
	Joining Fee	Joining Fee	M87	£10.00
	Joining Fee	Joining Fee	M89	£10.00
Nov-21	Grant for Craft Area	Grant	Connelly Foundation	£3,000.00
	Grant for Craft Area	Grant	Municipal Charitie	£2,418.00

Appendix F: Summary of Income from Bank Account and Cash Account

Bank	Yearly Subscriptions	£50.00
Bank	Joining Fee	£50.00
Bank	Catering	£0.00
Bank	Sales & Misc	£0.00
Bank	Donations	£85.00
Bank	One -2 - One	£0.00
Bank	Grants	£6,168.00
Bank	Amazon	£41.71
Cash	Subscriptions	£24
Cash	Joining Fee	£60
Cash	Catering	£1
Cash	Sales & Misc	£256.99
Cash	Donations	£336.55
Cash	One -2 - One	£15
Total	Subscriptions	£74.00
Total	Joining Fee	£110.00
Total	Catering	£1
Total	Sales & Misc	£256.99
Total	Donations	£421.55
Total	One -2 - One	£15
Total	Grants	£6,168.00
Total	Amazon	£41.71

Additional Income £7,088.25

Bank	Standing Orders	£1266
Bank	Overpayment	£396
Bank	Joining Fee	£130

Final Income £8,780.25