



Dunstable Men in Sheds
Trustees' and Chairman's Report for 2020 – 2021.
Including the Financial Report.

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Dunstable Men in Sheds

Trustees' and Chairman's Report for 2020 – 2021.

Synopsis:

As for all, it has been a hard year, and we deeply appreciate the help, understanding and good will given to us by the staff of Dunstable Town Council, and the Councillors (DTC and CBC) who have willingly supported us to get our Refurbishment Project progressed to the stage where we anticipate the work to start within the next few months.

March 2020 marked the start of the Covid-19 pandemic. All activities at the Shed were suspended.

It was decided that subject to Government guidance, if the opportunity arose to re-open at some point in the year, limited access for selected members would be allowed to undertake finishing of commissions. However, although the pandemic severely restricted shed-based activities for the majority of members, the Trustees continued, with their main focus being on progressing our plans to improve the Shed facilities. To progress, negotiations continued with Dunstable Town Council (DTC) who own the property. The negotiations made during the year have proved successful in that the Change of Use application was approved. The building is now registered as a 'Community Workshop', to which we found that Building Regulations were applicable. These Regulations clearly state that a 'Ventilation System' has to be installed. Additional funding has been sourced from the Section 106 Grant aid, and Covid-19 Impact Grant Aid from Central Bedfordshire Council (CBC).

Despite this success, we have been unable to make the planned improvements, due to ongoing issues of the pandemic lockdowns and access restrictions. It is now planned to start the major work of the Refurbishment Project some time in June.

Not being able to trade at Craft Fairs and other events has meant that we have suffered a known financial loss of £2900 which has reduced the funding we have available for the Refurbishment Project.

It is fortunate that both DTC and CBC have 'ring-fenced' their available funding for when are in a position to draw down.

Members formed the 'Help Our Cause' initiative. This has resulted from various projects being undertaken, from on line sales, other donations or donations gained from products made in home workshops, where we have managed to recoup approximately £4000, which is pleasing as it over the known loss of the £2900. One community project undertaken by a small team of seven members was the refurbishment of school playground equipment. This was done after the first lockdown had been eased.

Our financial report is based on the last financial year, and includes a detailed account of the recouped cash. Based on the current banking information available.

So, taking May 2020 as the starting point for this report:

1: Membership:

1.1: Membership Issues:

There has been no significant change in membership numbers since last year's report; with registered membership remaining at 25. Of these approximately twenty have had to self-isolate for the duration of the pandemic.

One Trustee suffered a fatal heart attack in December last year.

We have accepted a local Town Councillor onto our Board of Trustees.

1.2: Social Prescribing:

One man has been referred to us under social services management. He was visited, to discuss joining the Shed, but has since the visit has not been in contact.

2: Insurance, Premises & Facilities:

2.1: Insurance:

The 2021 Insurance Policy provides comprehensive cover for all current and planned activities, Public Liability Insurance (including Employee's Liability Insurance) and Trustees' indemnity.

2.2: Premises:

As detailed on page 1.

The format of the tenancy agreement shall be based on a seven-year occupancy at zero rent and rates.

To ensure that all negotiations and decisions made are compliant with law; duty of care and due diligence have, and are being exercised as a DTC/DMiS 'Joint Venture' initiative.

The DTC commissioned Building Services Consultant (BSC) has issued the draft Specification and Scope of Works Document for review by DMiS. The review has been completed and the findings, technical and financial, have been sent to the BSC. When amended and approved, the document shall be sent out for tender.

2.3: Facilities:

No basic changes to last year.

The draft Specification and Scope of Works Document now clearly indicate what the refurbishment plans consist of. The plans address the building of a unisex, ambulant disabled internal toilet and an amenities / mess room, segregated by partitions from the workshop area.

The Workshop: The final layout of the machine tools and work benches shall be in full compliance with all statutory Health and Safety Regulations and guidelines.

HSE and Building Regulations relating to mitigating or eliminating high noise, improving lighting, airborne dust levels and ventilation requirements shall be adhered to.

3: Health, Safety & Well-being:

3.1: Trustees Actions: A number of our Trustees have considerable experience in managing projects where Health & Safety at Work and members well-being is top priority.

At the recent Trustees' Meeting it was decided by a unanimous vote that full implementation of H&S best practices and statutory requirements shall be undertaken. This initiative includes compiling a comprehensive set of Method Statements and Risk Assessments, that shall cover working areas and the use of tools and all machines.

3.2: The Members General Meeting: Not held this past year.

3.3: Actions: N/A.

3.4: Health & Safety Policy Statement: As per last Report.

3.5: Health & Safety File: Contains a comprehensive set of instructions and guidelines regarding the management of 'self-accreditation', use of machine and hand tools, etc.

It is planned that once the Shed reopens, all members shall be reappraised of their respective competencies to the equipment and machines they elect to use.

3.6: PPE: Is available free issue, except for safety footwear, which is the responsibility of the member to purchase.

3.7: Fire Safety: the inspection of the fire extinguishers remains the responsibility of DTC. DTC have requested that Fire Safety training be given to members. Training courses shall be arranged with the local Fire Brigade. Training postponed due to the pandemic.

3.8: First Aid: There are now six trained First Aiders. Only three have full first aid training. The new recruits have only been trained to deal with heart attacks. Additional training is planned.

3.9: Accidents and Near Misses: None reported.

It is the intention to revisit the accidents and near misses reported last year, and implement corrective actions and procedures,

4: Finance, Fund Raising / Community Activities and Products:

4.1: Finance:

The main focus has been recouping the lost funding for the planned refurbishment of the premises and facilities.

4.2: Fund Raising / Community Activities:

- **Dunstable Town Council:** We have made a small wooden picket fence to surround the grave of a young child who died in tragic circumstances during the 19th Century.
- **Trade and Craft Fairs:** One town Craft fair attended last year, and one recently attended last month. Donations for products were received as were new commissions. Attendance of more Craft Fairs and events are planned for this year: subject to Covid-19 restrictions.
- **rBeecroft Academy:** Two commissions from last year are still required. Designs for these commissions has started.
- **Remap:** No activities this past year.

- **The 2021 Dunstable / Anglia in Bloom Project:** We continue to offer our assistance to support the 2021 project. We have recently provided a number of Award Plaques, and are now working on two Sign Boards.

5: Corrective Management Actions: Implemented for 2021.

5.1: Regular Trustee Meetings are required. *Implemented*

5.2: Recruit suitable new Trustees to bring the total to five. Each prospective new Trustee shall make himself fully aware of the role and demonstrate his understanding of all the responsibilities relating to the position. (Refer to 5.4) *Implemented*

5.3: Communication: Better recording in the Minutes of Meetings of the decisions made and actions required, and by whom: including acceptance sign offs. *Implemented*

It is a CC requirement that Minutes of Meetings are correctly recorded. *Implemented*

5.4: Better recording on the annual Membership Forms of the member's age, more detail on 'underlying' health issues, and précised career or work experience – instead of just DIY.

Posting of 'In Case of Emergency' contact details.

5.5: Better financial controls: Management of the weekly Petty Cash transactions and membership fee payments. *Implemented*

5.6: Inductions of Members: Comprehensive membership inductions shall be implemented using the formatted guidelines given in the Shed 'Welcome Pack' booklet. Revision 04. Chapter 1: Induction Checklist.

Those not implemented shall be on re-opening of the Shed to members.

5.7: Amend or reissue the following documents: For 2021

- the Shed Constitution to align with the new Trustees. *Completed*
- the Trustee Declaration with the new Trustees entered and signed *Completed*
- the Safety Policy Statement – amend 'review date' to 2030. Amend item 13. Misspelt word 'Behaviours'. *Amended*
- the Safety Policy Statement: To be signed off by all Trustees (refer to 5.2). *Signed Off.*

6: Future Plans:

We aim to continue to act as a 'beacon of light' that guides others into the cosy world of Men in Sheds, and be a successful and respected contributor to all of the local communities.

But for this year it is planned to focus on the refurbishment of the Shed.

The offer of the seven-year tenancy is a bonus, which means that the urgency to find alternative premises is not required. However, pursuit of the two possible options previously identified shall continue.

MEN IN SHEDS DUNSTABLE: INCOME AND EXPENDITURE STATEMENT 2020 - 2021

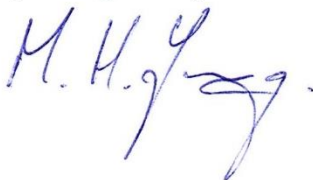
	INCOME	Costs	EXPENDITURE	Costs		Creditors	Costs		CBC Covid Impact Funding
	Subscriptions	£1,425.00	Equipment	£1,167.10		1. Insurance (2021-22)	£405.31		£1,000.00
	Sales of all projects and surplus equipment	£2,077.21	Materials	£947.43		2. City Storage Unit (2021-22)	£28.80		
	Palmer Family Donation	£519.05	Pitch Fees	£25.00		3	£0.00		
	Commissions	£0.00	Advertising	£100.00		4	£0.00		
	Easy Fundraising	£62.95	Website (GoDady)	£146.86		5	£0.00		
	Sale of Scrap Brass	£14.00	Insurance (2020-21)	£440.77		6	£0.00		
	Dunstable Town Rotary Donation	£250.00	Sundries	£255.90		7	£0.00		
	Town Council Raffle Tickets	£70.00	Town Council Raffle Tickets	£70.00		8	£0.00		
	Operating Float	£30.00				9			
	Total	£4,448.21	Total	£3,153.06		Sub - total	£434.11		

MEN IN SHEDS DUNSTABLE BALANCE SHEET as at 5th April 2021

	Balance Brought Forward 1st April 2021			£4,839.70		Income Total	£6,134.85		
	Net Income for 2020-21 from our activities			£1,295.15		Covid Impact Funding(CBC Councillors)	£1,000.00		
						Total Funds available	£7,134.85		
						Note: The Impact fund has not	The Covid Impact Funding is promised (CBC Councillors) but has not yet been received		

Trustees' and Chairman's Report signed by:

Martin Young:
Trustee & Chairman.



Date: 8-6-2021.

Nigel Skinner:
Trustee & Secretary.



Date: 8 June 21.

Glynn Ellis:
Trustee & Project Mgr.



Date: 9th June 21

Bernhard Batchelor:
Trustee & Treasurer.



Date: 8 June 21

Cllr. John Gurney:
Trustee & Town Council Rep.



Date: 10 June 21