

DOWNHAM MARKET MEN'S SHED

Annual General Meeting Monday 30th June (12.00hrs)

in the Eternity Church, Sovereign Way, Downham Market, PE38 9SW.

All listed members were invited to attend by email or post and expressions of interest in the CIO/DMMS management/committee roles were invited:

Chair, Treasurer and Secretary: All will stand down at the AGM.

Committee Members – appointed by the trustees, responsible for the day to day running of the shed.

Present: Bryan Bradley, Phil & Christine Bond, Derek Levesley, Brian Pearce, John Downing, Peter Allen, Jan Patch, Colin Bulley, David Franks, Don harris, Josh Osbourne (.....) & Trevor Woodroof (Sec).

Minutes

1. Welcome (TW Chairing)
2. **Apologies:** Stephen Heywood
3. Annual Report:
Annual Report 2024-25 - Trevor Woodroof (sec)

Thank you all for joining us at this our seventh Annual General Meeting of the Downham Market Men's Shed.

It is a delight to see so many familiar faces and I take this opportunity to thank you ALL for your continued goodwill and support of our shed.

I would put a special shout out to our committee, Phil, Derek, John, Martin, Brian P, Peter, James and Barrie who are responsible to the day to day running and without whom much of what we achieve in our shed would not be possible.

I also mention and express our gratitude to our amazing treasurer Stephen Heywood. Unfortunately, Stephen is away this week and unable to join us, but he updated our annual accounts for 2024-25 which I will share with you shortly.

I would also like to thank Chloe, the Eternity Church and their leadership for their help and support of our shed, we are really appreciative of it.

Objectives

In 2024 we set out some important objectives to move forward and improve our premises. In no particular order

1. The wood store, roofing over the gap and setting up racking for timber storage was vital to free up space in the workshop and portacabin.
2. The woodstore enabled us to repurpose the portacabin as our mess room and the changes we made to the WC layout has made it more accessible for everyone.
3. Our 3rd major objective was to provide dust extraction to our workshop. An important H&S issue for all of us, we had quotes for around £9,000 which was well beyond our means.

Ever resourceful, our former chair Bryan Bradley sourced a dust extractor from ebay, all we had to do then was upgrade the electrical supply to three phase, construct an outbuilding to put it in, install ductwork, blast gates and hoses to all machines and build a manifold to join it all together. This has been completed at a fraction of the original estimate

It's immensely pleasing to look back and see that we have achieved our goals, making our shed a safer place to work and socialize. It's a tribute to all of you, who contributed to these objectives, but a special mention to those who helped get these jobs over the line – Andy Bullen was instrumental in the roofing and the grants we have received from various sources, especially the Masons and Downham Market Town Council, we couldn't have done it all without your financial help.

Each year we organise a members day out and our thanks to John Downing for arranging our visit to the Shuttleworth collection in September. I mentioned our next trip in the AGM invite, so do look out for joining instructions soon.

Looking ahead for 25-2026

For the next 12 months the committee have agreed the following objectives

1. Membership:

To secure the future of our shed, we need to continue to grow our membership. Often this happens by word of mouth, but we should continue to support activities which raise our profile, via Facebook, car boots and community fairs etc..

- There is an opportunity to have a charity stall/spot at the Town Market (monthly?)
- Also Denver boot sale – potential outlet to sell surplus tools.

An increase in members requires more capacity in the shed, so we are agreed to work towards longer hours on both Mondays and Wednesdays, typically 9.00 – 14.00 hrs.

This could evolve into two two-hour sessions with a break between 11.00 – 12.00. We'll try it and see how we go.

We'll also continue to communicate

- An e-version of our flyer will be shared (SH)
- With leadership roles changing we need to update our business cards.

2. Our Shed: Machinery

Most of our tools have been donated but some are no longer considered fit for purpose, i.e. the table saw, which is used frequently at every session. Committee to review all machinery, update any user guidance and prioritise replacement/repair for year ahead, subject to budget.

3. Our Shed: Tools

We have too many tools and we need to stock take and sell/pass on any surplus.

We could make the workspaces more efficient by ensuring each bench has a set of basic tools to hand.

4. Our Shed: Hardware Store

The store needs an overhaul and organisation so we can see what needs restocking and find what we are looking for.

Our shed continues to evolve and along with a changing membership, we also have changing leadership and I recently confirmed that as we (Amanda and I) are moving to Yorkshire in the summer I would have to step down from my role as secretary and trustee at the AGM.

It's welcome news is that do have a nomination for secretary (Peter Allan)

We still have a vacancy for chair and at committee meetings we currently rotate this role month to month.

It's been my privilege to serve you all as secretary these last 5 years.

Our shed is established in our community and delivers all benefits we expect from a Men's Shed, helping tackle loneliness and supporting members wellbeing, I will miss all the banter and all of you who have shared our journey.

It's your shed, please get involved, step up and play a part, however small and I am sure Downham Market will celebrate having this Men's Shed for many years to come.

All members are invited to every committee meeting and the leadership would welcome volunteers to bolster our trustee numbers and the leadership team.

If you have any questions about any of these roles, please have a chat to me or one of the committee afterwards.

I'll close this annual statement with a reminder that your annual subs for 2025-26 are due today, please see Derek at the end who will gladly take £6 from each of you.

After we have completed the remaining items on the agenda, please do stay on for refreshments and a chat. We decided to cancel the BBQ due to the extreme heat forecast today, but we still will be holding the raffle!

Brian will be amongst you all selling tickets during the refreshments and we will draw the winners later today.

Thanks in advance to Derek and Jan who have taken the lead with the refreshments.

End

4. Derek on behalf of our Treasurer (SH) reported a positive balance of £7,864.76 on account.

- *A full report of the annual accounts was distributed at the AGM Summary*
- *Total income £4,086.48, expenditure £3,642.38 – surplus £443.80*
- *Donations gratefully received from Josh Osbourne (£450) and Downham Mkt TC (£1431) towards our costs of the woodstore and dust extrcation system.*

5. Election of a new Trustee:

Following Trevor's announcement, Peter Allen will join our trustees (with John Downing & Stephen Heywood), to continue as a CIO we must have a minimum of three.

6. Appointment of the committee:

There were no new nominations for committee memberships.

All the existing members of the committee had agreed to stand again, therefore the trustees and members agreed to re-appoint Derek Livesey, Martin Frence, Brain Pearce, Phil Bond, Barrie Riley, James McBurnley who together with the trustees to manage the day-to-day operation of the DMMS.

7. Election of Chair, Treasurer and Secretary:

Jown Downing was proposed for chair by Bryan Bradley, this was seconded and unanimously voted in by the committee/members

Peter Allen was nominated as secretary and was unanimously voted in by the committee/members

Member subs:

Treasurer will collect the £6 annual subs..price held from 2022.

We would like to thank **the Eternity Church** (Alex and Chloe) for championing our cause and making space for the AGM within the Eternity church.

The trustees and committee extend their gratitude and appreciation to everyone in membership and anyone who has supported the activities of the Downham Market Men's Shed.

8. AOB

9. Close – the AGM concluded at 12.45hrs.

Following the AGM refreshments were provided (part funded) by Morrisons.

Date of next AGM meeting **July 2026** (TBC)

Signed: 

Trevor Woodroof (Secretary)

Downham Market Mens' Shed Financial Report 2025

12 Months from 1 July 2024 to 30 June 2025



	2022-2023		2023-2024		2024-2025		Change %
<u>Income</u>							
Members Subscriptions & Sales	£	477.40	£	650.97	£	1,043.07	60%
Donations & grants	£	1,070.00	£	959.39	£	1,986.00	107%
Events & Raffles			£	143.00	£	137.00	-4%
Sales	£	670.00	£	1,469.14	£	920.41	-37%
Income sub-total	£	2,217.40	£	3,222.50	£	4,086.48	27%
Balance carried forward from previous year	£	8,065.99	£	7,441.96	£	7,420.96	0%
Total	£	10,283.39	£	10,664.46	£	11,507.44	8%
<u>Expenditure</u>							
Insurance	-£	631.03	-£	708.55	-£	513.76	-27%
Advertising / Subscriptions/Events			-£	30.00	-£	67.20	124%
Tools & Equipment	-£	275.78	-£	487.24	-£	1,301.80	167%
Building & Maintenance Materials	-£	964.62	-£	1,129.15	-£	697.92	-38%
Building & Maintenance Services	-£	970.00	-£	758.56	-£	1,062.00	40%
Donation			-£	130.00	£	-	
	-£	2,841.43	-£	3,243.50	-£	3,642.68	12%
Balance at 30 June	£	7,441.96	£	7,420.96	£	7,864.76	6%
Difference of Income vs Expenditure	-£	624.03	-£	21.00	£	443.80	-2213%

Date	Amount	Subcategory		Memo	
3/15/2024	-£ 30.00	Bill Payment	UKMS	TREVOR WOODROOF	UK MENS SHED SUBS BBP
4/3/2024	-£ 240.00	Bill Payment	Services	DW BUILDERS	INVOICE 398 DMMS BBP
3/7/2024	-£ 50.00	Bill Payment	Services	STEPHEN HEYWOOD	RACKING TRANSPORT BBP
1/9/2024	-£ 48.56	Bill Payment	Services	MR B BRADLEY	SAW REWIND MISC BBP
12/12/2023	-£ 150.00	Bill Payment	Services	OLYMPIC CARPETS	DOWNHAM MENS SHED BBP
11/9/2023	-£ 150.00	Bill Payment	Services	OLYMPIC CARPETS	DOWNHAM MENS SHED BBP
6/27/2024	-£ 120.00	Payment	Services	Via Petty Cash	
	-£ 758.56				
6/3/2024	-£ 256.44	Bill Payment	Materials	STEPHEN HEYWOOD	ROOF PLY STOKE FRY BB
4/24/2024	-£ 33.99	Bill Payment	Materials	DEREK LEVESLEY	BITUMEN PAINT BBP
4/2/2024	-£ 6.23	Bill Payment	Materials	MR B BRADLEY	COACH BOLTS BBP
4/2/2024	-£ 17.96	Bill Payment	Materials	MR B BRADLEY	HINGES TARPULIN BBP
3/15/2024	-£ 27.00	Bill Payment	Materials	STEPHEN HEYWOOD	PLYWOOD BBP
3/5/2024	-£ 12.99	Bill Payment	Materials	MR B BRADLEY	GLUE SCREWFIX BBP
12/12/2023	-£ 133.14	Bill Payment	Materials	STEPHEN HEYWOOD	GUTTERING BBP
11/27/2023	-£ 177.14	Bill Payment	Materials	MR B BRADLEY	WC MATERIALS BBP
10/19/2023	-£ 91.24	Bill Payment	Materials	MR B BRADLEY	MDF + COVING BBP
8/7/2023	-£ 54.95	Bill Payment	Materials	MR B BRADLEY	LIGHT FITS + SNDRB BB
8/1/2023	-£ 52.56	Bill Payment	Materials	BRIAN CARR	DMMS BOARD BBP
7/27/2023	-£ 30.82	Bill Payment	Materials	DEREK LEVESLEY	BBQ FOOD BBP
7/12/2023	-£ 29.97	Bill Payment	Materials	MR B BRADLEY	LED + TRUNKING BBP
6/27/2024	-£ 204.72	Payment	Materials	Via Petty Cash	
	-£ 1,129.15				
12/12/2023	-£ 708.55	Bill Payment	Insurance	LADBROOK INSURANCE	INVOICE 91387 BBP
	-£ 708.55				
6/3/2024	-£ 36.45	Bill Payment	Equipment	DEREK LEVESLEY	DEFIB BATTERIES BBP
3/21/2024	-£ 80.00	Bill Payment	Equipment	MR B BRADLEY	DUST EXTRACTOR BBP
3/7/2024	-£ 175.00	Bill Payment	Equipment	MR B BRADLEY	RACKING BBP
2/22/2024	-£ 53.94	Bill Payment	Equipment	STEPHEN HEYWOOD	DEFIB PAD MEDUK BBP
11/6/2023	-£ 15.98	Bill Payment	Equipment	MR B BRADLEY	TACKLIFTER BBP
9/13/2023	-£ 125.87	Bill Payment	Equipment	STEPHEN HEYWOOD	DEFIB PAD + TIMBER BB
	-£ 487.24				
2/14/2024	-£ 50.00	Bill Payment	Donation Out	JOHN A DOWNING	WREATH S. FISHER BBP
2/7/2024	-£ 35.00	Bill Payment	Donation Out	100011	1/2 Christmas Raffle to Eternity
6/27/2024	-£ 45.00	Payment	Donation	Via Petty Cash	
	-£ 130.00				
6/12/2024	£ 36.45	Counter Credit	Donation In	RICHARD GUY	shed BGC
3/26/2024	£ 500.00	Counter Credit	Donation In	St. Winnold Lodge	DONATION BGC
2/22/2024	£ 53.94	Counter Credit	Donation In	RICHARD GUY	shed BGC
2/5/2024	£ 30.00	Counter Credit	Donation In	202937 40470619	CARD SALE - PHIL FT
12/13/2023	£ 95.00	Counter Credit	Donation In	WTL DENTAL LIMITED	PRIORY DENTAL CARE ST
11/29/2023	£ 200.00	Counter Credit	Materials	COMMUNITY	ROTARY CLUB TECH T BB
6/27/2024	£ 44.00	Credit	Donations	Via Petty Cash	
	£ 959.39				
7/13/2023	£ 73.00	Counter Credit	Raffle	DEREK LEVESLEY	BBQ BGC
12/15/2023	£ 70.00	Counter Credit	Raffle	202937 40470619	XMAS RAFFLE FT
	£ 143.00				
6/17/2024	£ 10.00	Counter Credit	Sale	MARGARET LEVESLEY	SALE OF wood BGC
6/12/2024	£ 200.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
5/29/2024	£ 20.00	Counter Credit	Sale	MARGARET LEVESLEY	sale of tools BGC
4/19/2024	£ 10.00	Counter Credit	Sale	MARGARET LEVESLEY	sale of tools BGC
4/2/2024	£ 10.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
3/28/2024	£ 50.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
3/19/2024	£ 10.00	Counter Credit	Sale	MARGARET LEVESLEY	plane from Ken BGC
3/4/2024	£ 36.82	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
3/1/2024	£ 37.98	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
3/1/2024	£ 70.00	Counter Credit	Sale	MARGARET LEVESLEY	owl box BGC
2/26/2024	£ 11.69	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
2/19/2024	£ 172.11	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
2/12/2024	£ 58.12	Counter Credit	Sale	MARGARET LEVESLEY	chop saw BGC
1/3/2024	£ 162.00	Counter Credit	Sale	POST OFFICE CREDIT	100015 REM Terry Bench
12/27/2023	£ 20.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC

11/16/2023	£	150.00	Counter Credit	Sale	NORDELPH VILLAGE H	INV 202310191 BGC
8/7/2023	£	15.00	Counter Credit	Sale	DEREK LEVESLEY	LATHE BGC
7/17/2023	£	10.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
7/14/2023	£	21.94	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
7/10/2023	£	75.00	Counter Credit	Sale	Bradley Bryan	BRYAN BRADLEY BGC
7/4/2023	£	25.00	Counter Credit	Sale	DEREK LEVESLEY	workmate BGC
7/4/2023	£	150.00	Counter Credit	Sale	G Stacey	Bench G Stacey BGC
6/27/2024	£	143.48	Credit	Sales	Via	Petty Cash
	£	1,469.14				

2/21/2024	£	6.00	Counter Credit	Subs	Myhill Brian	BRIAN MYHILL BGC
1/31/2024	£	6.00	Counter Credit	Subs	WILLIAM LODGE	Bill Lodge BGC
8/30/2023	£	6.00	Counter Credit	Subs	T Woodroof	Woodroof Subs BGC
8/23/2023	£	23.15	Counter Credit	Subs	DEREK LEVESLEY	POT MONY INC CHRIS BG
8/7/2023	£	6.00	Counter Credit	Subs	DEREK LEVESLEY	SUBS DL 2023/4 BGC
7/24/2023	£	6.00	Counter Credit	Subs	Bradley Bryan	BRYAN BRADLEY BGC
7/17/2023	£	10.00	Counter Credit	Subs	ALLEN PH&GL	PETER ALLEN BGC
11/8/2023	£	12.00	Counter Credit	Subs	POST OFFICE CREDIT	100014 REM
6/27/2024	£	640.17	Credit	Subs	Via	Petty Cash
	£	715.32				

4/8/2024	£	165.00	Funds Transfer	PCT	202937 40470619	PETTY CASH DMMS FT
2/5/2024	£	65.00	Funds Transfer	PCT	202937 40470619	DMMS PETTY CASH FT
11/6/2023	£	255.00	Funds Transfer	PCT	202937 40470619	CASH FT
	£	485.00				

Petty Cash Breakdown

6/27/2024	£	204.72	Payment	Materials	Via	Petty Cash
6/27/2024	£	120.00	Payment	Services	Via	Petty Cash
6/27/2024	£	45.00	Payment	Donation	Via	Petty Cash
	£	369.72				

6/27/2024	£	640.17	Credit	Subs	Via	Petty Cash
6/27/2024	£	143.48	Credit	Sales	Via	Petty Cash
6/27/2024	£	44.00	Credit	Donations	Via	Petty Cash
	£	827.65				

6/27/2026	£	485.00			Bank Transfer	Out
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6/12/2023	£	164.75			PC Balance	
6/27/2024	£	137.20			PC Balance	

Difference	-£	27.55				
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IN	£	855.20				
OUT	£	854.72				
Difference	£	0.48				

OUT

£ 20.00 DI

£ 5.00 DI

£ 10.00 DI

£ 10.00 DI

£ 45.00

£ 9.13 M

£ 6.00 M

£ 5.02 M

£ 9.88 M

£ 24.98 M

£ 22.95 M

£ 12.00 M

£ 13.23 M

£ 6.99 M

£ 3.00 M

£ 74.10 M

£ 13.60 M

£ 3.84 M

£204.72

£ 15.00 SE

£ 50.00 SE

£ 5.00 SE

£ 50.00 SE

£120.00

£ 854.72

IN

£ 24.00 DO

£ 20.00 DO

£ 44.00

£ 24.98 SA

£ 58.50 SA

£ 20.00 SA

£ 40.00 SA

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£ 92.43 SU

£ 84.38 SU

£ 11.32 SU

£ 36.90 SU

£ 82.70 SU

£ 90.73 SU

£ 97.62 SU

£ 50.95 SU

£ 93.14 SU

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£ 827.65