



Stour Valley Men's Shed

Annual General Meeting (AGM) Minutes

 **Date:** 26/02/25

 **Location:** Long Melford Football Club

 **Time:** 10am-11am

1. Welcome

The meeting was opened by **Dom, Interim Chair**, who welcomed all attendees.

2. Apologies for Absence

Apologies were received from the following members:

- **Tim Blackburn**
- **Jason Leeder**
- **Bryan Panton**
- **Rob Ayres**
- **David Brown**
- **Charles Malone**
- **Peter Day**

3. Minutes of the Last AGM

It was noted that the minutes of the previous AGM had not been transcribed. **Tim Blackburn** had recorded the meeting, but no formal minutes were produced. Adrian apologised for this oversight and confirmed that the original sound file had been located. A transcription will now be completed, and at the next AGM, two sets of minutes (this year and last year) will be approved.

If anyone wishes to review the transcription before then, they are encouraged to request a copy. Adrian aims to have the minutes finalised by the weekend.

4. Chairman's Report

The Chair presented a report outlining progress since the last AGM, highlighting the following key points:

- The **workshop is now more organised**.
- **Electrics have been signed off**, meaning members can now be signed off on power tools.
- **Opening hours:** Currently, the shed operates on Mondays, Wednesdays, and the **first and third Fridays of each month**, with plans to possibly return to **all Fridays** soon.
- **Challenges:** Limited space, cold temperatures, and a leaking roof continue to pose issues.
- **Fundraising efforts:** Items will be made and sold at craft fairs and car boot sales to raise money.

- **Future plans:**
 - **New roof, doors, windows, and exterior cladding** are planned.
 - **David Brown** has worked hard to bring the project to the **pre-application stage** for these upgrades.
- **Thanks given** to all group managers, grant providers, funding trustees, and members for their hard work.
- **Acknowledgement of support** received as the Chair took over the interim role.

5. Treasurer's Report

The **Treasurer presented the accounts** up to January of this year, approved by the Bank Accounts Office. Key points:

- **Finances remain stable**, with no major income or expenditures beyond normal expenses.
- **Current balance: £3,925.32.**
- **Tesco grant:**
 - Tesco pledged **£1,500**, of which **£1,100 has been received.**
 - The remaining **£400 is pending approval** upon receipt of relevant paperwork and a photo of the funded work.
- **Gift Aid:**
 - The Shed is now eligible to claim **Gift Aid** on donations.
 - A **25% rebate** can be claimed on eligible donations.
 - **Membership fees cannot be claimed under Gift Aid** as they are not considered donations.
 - Members were encouraged to provide their **name and address** for eligible donations to be claimed.

6. Trustees Report

A verbal report was given, highlighting:

- The shed's **improved organisation and functionality** over the past year.
- Appreciation for the members who stepped forward to take on **key roles and responsibilities.**
- **Interim Chair Dom** was praised for his leadership.
- Trustees were pleased to see the **workshop being used effectively** and members engaging in meaningful projects.
- Discussions with the **Football Club** about potential expansion are ongoing.
- Consideration is being given to alternative premises should the opportunity arise.
- The Shed's role in **supporting members' mental health and well-being** was emphasised.

7. Election of Officers

The following elections took place:

Chairperson

- **Nominee: Dom**
- **Proposed by: Colin**
- **Seconded by: Phil**
- **Outcome: Elected**

Secretary

- **Nominee: Adrian**
- **Proposed by: Chris**
- **Seconded by: Peter**
- **Outcome: Elected Treasurer**
- **Nominee: Adrian** (continuing in the role)
- **Proposed by: Chris**
- **Seconded by: Colin**
- **Outcome: Elected**

Chris Ramsey thanked all officers for their continued work and noted that **additional support for leadership roles** (e.g., Vice Chair) would be beneficial.

8. Membership Fee

- It was agreed that the **membership fee would increase to £20 from April**.
- Some members **pre-paid at a higher rate last year**. Any excess can be treated as a donation if members choose, allowing them to start their membership fresh this year. This is optional, and affected members will have full discretion over their choice.
- Members who **still have a year left at £15 will pay an additional £5** to cover the increase.

9. Any Other Business (AOB)

Community & PR Role

- Sarah-Marie stepped forward to manage **social media and PR** but requested **regular updates and photos** from members as she is unable to attend the shed in person regularly. These can be shared and tagged to Sarah in the WhatsApp group.

Pastoral Care

- The Shed previously had a system of **checking in on absent members**, but this has not been maintained recently.

- Volunteers are needed to take on this role, which involves **contacting members who have not attended for a while** to ensure they feel supported and welcome.
- It was acknowledged that many members value these check-ins as a vital part of the Shed's community spirit.
- Anyone willing to help with this task should reach out to **Dom** to discuss how they can contribute.

Fundraising & Events

- **Potential income streams discussed:**
 - Selling **small wooden items** (e.g., bird boxes, trugs).
 - Hiring out **race night equipment** for community fundraising. This would require some construction. **Contact Colin Muddimer** to get involved.
 - **Craft fairs, Sudbury on Show, Leavenheath Summer Fete, Cavendish Fete, Sudbury Seed Exchange, and Melford Fair** were identified as opportunities.
 - **Car boot sales** will resume on **1st June**.
 - **Quiz night planned for 28th March**.
 - Soapbox race and display ideas were discussed. Sarah-Marie will look into the potential of an event.

General Discussion

- Future projects include:
 - **Bird and bat boxes for Dawes Hall** in exchange for a **private garden tour**.
 - A **folder of simple woodworking plans** for members to use.
- The **importance of workspace organisation** was discussed.

10. Meeting Close

The meeting concluded with a vote of thanks to all volunteers.

Members were invited to **help themselves to refreshments**, including a surplus of **sausage rolls**.

Next AGM: TBC

Statement of Activity

Stour Valley Men's Shed

January 1, 2024-January 1, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|-------------------|
| Income | |
| Donations and legacies | 2,092.51 |
| Fundraising activities | £0.00 |
| Provision of Services | 485.43 |
| Sale of branded goods | 5.00 |
| Sale of goods made | 764.80 |
| Total for Fundraising activities | £1,255.23 |
| Grants | 7,545.00 |
| Membership | 551.64 |
| Total for Income | £11,444.38 |
| Cost of Sales | |
| Gross Profit | £11,444.38 |
| Expenses | |
| Insurances | 94.90 |
| Marketing | |
| Advertising/Promotional | 738.98 |
| Website Costs | 169.68 |
| Total for Marketing | £908.66 |
| Office costs | £543.20 |
| Broadband | 366.59 |
| General Administrative Expenditures | 1,211.82 |
| IT Software & Consumables | 513.10 |
| Printing, Postage and Stationery | 200.91 |
| Total for Office costs | £2,835.62 |
| Repairs | 2,390.30 |
| Road Repairs | 234.64 |
| Security | 14.00 |
| Training | 480.00 |
| Travel and Accommodation | 174.27 |
| Total for Expenses | £7,132.39 |
| Net Operating Income | £4,311.99 |
| Other Income | |
| Other Expenses | |
| Net Other Income | |
| Net Income | £4,311.99 |