

AGM Minutes

THURSDAY, 01 May 2025 @ 11:00am in the Village Hall

Annual report

- There being no further nominations the three trustees: Stuart Purdie, Elaine Marsh and Olly Brown, were elected unopposed.
- Stuart took the Chair and after talking to us through his report about our many and successes and achievements over the last year:
- **What a year it's been.**

After our last AGM, the trustees appointed a management group to help run the shed. We have worked hand in hand over the last year and accomplished a great deal. Here's a summary:

The shed

- We've set up as a charity
- obtained funding
- purchased the premises
- got a lease for the land
- secured all the necessary insurances
- Had the electrical system checked
- Changed the locks and installed a security gate
- Renovated the kitchen
- developed our policies and procedures
- Introduced formal membership
- Our keyholders and trustees are DBS checked
- We have an active Facebook group
- Set up online banking
- Built a website
- Continued to generate healthy revenue from parking
- Sold a good number of made and renovated items
- Got a further grant for a dust extractor
- Obtained a waste licence
- Replaced the fire extinguishers
- Installed locks on the windows

- About to file our first return to the charities Commission
- Done work in/for the community
- Given external talks

The members

- Very sadly lost Mike
- Stuart, Chris and Dick have all had serious health problems

Going forwards

- We need to implement stricter PPE use
- We are looking into better dust management
- As a shed we are not insured to use heat processes
- Anything we make for sale needs checking by the Keyholder before advertising
- We need to declutter our space – inside and out
- We intend to paint the shed and continue maintenance

In the Long Term

- We would like to create a lean-to at the rear of the building
- We need to replace some of the less capable tools
- We would like to like to invite other local groups to use the space when we are not using it.
- We want to grow our membership
 - He suggested that the Management Committee should be reconvened with the same membership as last year.
 - This suggestion was supported from the floor.

2. Financial Report

Martin gave an overview of the accounts and annual income and expenditure, a copy of his report is available in The Shed.

- It was agreed that a £5k buffer should be kept covering running costs for up to one year and any unforeseen issues, and that up to £5k should be spent in this financial year on Shed improvements and tools.

4. Discussion

- Lance took the Chair and asked for suggestions. The following suggestions were made and will be followed up in the coming months:

- Likely cost of and permissions for extending the Shed – Simon will talk to Ursula Bradwell
- After a complete sort out and clean up in early June consideration should be given to the use of space within the building and to the storage of ongoing projects.

Consider the purchase of:

- good quality folding chairs and possibly a folding table
- A moveable work bench for use both inside and outside
- More and better-quality power tools, including a sander and angle grinder
- A good quality Band Saw

The meeting closed with thanks to all members for their hard work in making the Shed such a success and a commitment to arranging a social event and BBQ in the summer.

BAYTHORPE SHED

FINANCE REPORT - Financial Year 2024-25

Prepared by M.Megson. Treasurer, Baythorpe Shed. 27/04/2025.

This is the first Financial Report for the BayThorpe Shed from the date of inauguration as a CIO on 01/02/24. To bring the report in line with the agreed society's Financial Year of 1st April to 31st March this first report covers a period of 14 calendar months: 01/02/2024 – 31/03/2025.

The 14 month period means that some annual incomes and expenditures are duplicated. Notably:

- Membership: 2024 income of £630 plus some 2025 renewals to the sum of £390.
- Insurance: 2 years insurance is included (additional £588 debit for 2025).

Utility Payments do not reflect a full calendar year as they only commence from the point of the shed purchase in July 2024. The payments in this report cover 9 months.

Income and Expenditure are over 50% higher than would be expected in a normal financial year. This is due to the purchase of the Shed for £15,000 and the two grants totalling £15,000 to enable this.

Other Substantial Transactions in the period covered by this report are:

Sanding machine (2nd hand) - £360.

Dust Extractor (new), using the generous grant from Whitby Lions - £579.

After grants (total £15,579) the bulk of the remaining income was gathered from charitable activities, this provided £6,248. It is hoped that we will have a similar income in the current year. The other income streams were Membership (£1,020), Sales of items made (£389), Gifts & donations (£200).

Annualised Expenditure.

Based on the expenditures made in the first financial year an estimation of ongoing annual running costs can be made: -

Services and Support:

- | | |
|-------------------------------|------|
| - Lease. | £200 |
| - Insurance | £600 |
| - Utilities (Water, Electric) | £900 |

Operational and Overheads

- | | |
|---------------------------------------|---------------|
| - Maintenance, | £500 - £1,000 |
| - Consumables – Refreshments | £350 |
| - Consumables – Equipment, materials. | £350 |
| - Administration | £200 |

TOTAL of estimates	£3,600.
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In addition to these it is expected there will be one off purchases as required such as new/replacement equipment; fixtures and fittings; Shed social events and Materials for producing charitable artefacts e.g. the playgroup sandpit.

It is planned to always try and retain a minimum account balance of £5,000 to ensure there is the buffer of a years running costs in advance.

BayThorpe Shed.

INITIAL FINANCIAL YEAR 2024. 01/02/2024 to 31/03/2025 = 14 MONTHS.

Annual Income and Expenditure Sheet - 14 Months

Prepared by M.Megson. Treasurer, Baythorpe Shed.

ORDINARY INCOME/EXPENSE. 01/02/2024 - 31/03/2025

INCOME

Grants.	£15,579
Membership	£1,020
Carparking	£6,248
Sales	£389
Gifts & Donations.	£200

TOTAL INCOME. £23,436

EXPENDITURE

Property purchase	£15,500
Lease & Rentals	£200
Maintenance (property & equipment)	£434
Utilities.	£564
Insurance:	£1,190
Equipment , Tools.	£1,582
Consumables: Food and beverage.	£344
Consumables:	£205
Admin / expenses	£186

TOTAL EXPENDITURE. £20,205

BALANCE. £3,231

BANK BALANCE -

Brought forward 2024:	£5,185
To carry forward 2025:	<u>£8,256</u>
VARIANCE:	£3,071

ASSETS **31/03/2025**

Current Assets

Current/Savings

Cash	£2,400
Current a/c	£8,256
Deposit a/c	£0
PB Float	£172
Total Current/Savings	£10,828

Other Assets

Building	£15,000
Equipment (estimated)	£4,000
Total Other Assets	£19,000

TOTAL ASSETS **£29,828**

LIABILITIES & EQUITY

Equity

Assets	£29,828
initial Balance	£5,185
Net Income	£3,231
Total Equity	£38,244

Liabilities -

Rent	£200
Insurance	£1,196
Utilities	£564
Maintenance	£435
Admin	£200
Total Liabilities	£2,595