



Minutes Committee Meeting 6th June 2026

Location BMS Shed 1:15
Present Clive, Andy, Ray, Ian D; Paul C, Alick
Apologies Steve F, Ian L
Secretary Clive

1/2 The Chairman opened the meeting. The minutes of the meeting of 12th May 2026 were approved.

3 Matters arising:

Hemblington Church Signs - still awaiting instructions

Railway outstanding payment - resolved

Lanyards purchased and new badges ready for issue

New project process available for use

Ian D updated regarding the implications on transferring responsibility of Facebook to Ian L. During discussion Ian D referred to income from Facebook, but the Treasurer could not locate any payments. Ian D to investigate.

Swift box project - Paul agreed with Angela and we will make boxes around July.

4 Chairman's brief:

The Chairman read out his report, reproduced below:

“The garage sale went well; the final total isn't in but it's in the region of £1138.33 In this journey of putting on the various sales I've learnt it's not about putting a poster up but many platforms, Next door, Market Place , Gumtree , WhatsApp contacts, Facebook informing the parish councils . Companies now have a dedicated teams to undertake marketing, we have me. The products we are making, in my opinion, are only getting a fraction of what they are worth. There are people amongst us who know their way around these platforms better than me. Therefore, I'm looking for someone to take on advertising .”

The report was noted and Ian D agreed to take on the role of advertising items for now, but explained he had limited time available.

5 Treasurer:

The Treasurer presented his report, which is set below:

Treasurer's report June 2026

- 1) Totals for year as at 21 May 2026: income £9,756.21, expense £2,664.06, bank and cash balance £31,745.03.

- 2) Reserve funds (as at 21 May 2026):

Relocation fund	£15,755.41	
Rent	£5,833.33	To 31 Jan 2027
Insurance	£233.33	Due March 2027
Restricted (Grants)	£1,265.86	See below
Total	£23,090.12	
Balance for general expense	£10,646.54	

- 3) Summary monthly accounts and members' donations pdf files update on Google drive. **Info.**
- 4) Outstanding receivables: Train set - £50 outstanding. Discussion required.
Action: All
- 5) Major expenses (greater than approximately £100).
- a. Business rates £176.00
- 6) Major income (greater than approximately £100).
- a. Lingwood Spar noticeboard £100
 - b. PAT testing £110.00
 - c. Mobility scooter £150.00.
 - d. June Sale total £1026.33 as at 8 June.
- 7) Grants: Outstanding spend (as at 21 December 2025):
- a. Clarion (CF2) PAT tester: £ £765.86.
 - b. MGP Crowd-funder: £500 will be allocated to rent
- 8) Charity Commission: Nothing to report. **Info**
- 9) Business rates: Response received from Jan Davis. Broadland policy separate to South Norfolk – so no 100% relief. However, extra £200 relief given for Smaller Retail, Hospitality and Leisure. **Info**
- 10) HMRC: Nothing to report. **Info**
- 11) Other:
- a. Tommy sale: £75 to be donated as per previous committee meeting.
Action: AM
 - b. Last year we donated £20 to EAAA post CPR training. Discussion required for this year. **Action: All**
 - c. Over £16k in deposit account with interest rate 0.5%. Discussion required on transfer of funds to Notice account interest rate of 2.63%: **Action: All**

The report was noted. Thanks to the Treasurer for his efforts over business rates.

11b - Air ambulance - £50 donation agreed.

11c - Agreed transfer a further £10k off deposit into 3 month notice account - relocation fund.

6 Secretary:

Clive had nothing to add to the written report, reproduced below:

There is little to report beyond the day to day administration.

We have had one resignation, Homayoun, and no new members.

There are no accidents, incidents or safeguarding issues to report.

The new name tags and log in system developed by Ian L, should streamline data collection for the July - September reporting period subject to being operational by 1st July.

The updating of the Constitution with the Charity Commission is an outstanding task, which I will tackle at a more appropriate time.

The report was noted and the Chairman thanked Clive for attending in view of his current personal circumstances.

7 Grants

Paul discussed the Aviva Community Fund, details of which he had circulated to the Treasurer & Secretary whilst on holiday. It was agreed that we would collectively look at the application process in due course.

With regard to grants from Viola Paul asked section heads to provide details of items we require.

8 IT:

Paul introduced Ian's written report as he was unable to attend.

"Apologies from me. I'm in warmer climes.

Attendance system - The cards, card reader and supporting IT are ready for deployment.

Cards are registered on the system and can be handed out. They are in card holders attached to lanyards. We will need some supporting comms (mardle etc) as we go live.

Thanks to Ian for all his work and July was agreed as the desired live date

Project management improvements:

We have all the building blocks complete for implementing this. Now that the spring sale is out of the way, we can get behind this and implement.

There are some supporting 'how to' guides which can go with some comms prior to going live.

Website post submissions:

This is active and works well. I have written a 'how to' guide which can go out with a comms package

Facebook.

I have agreed with Ian D to implement the link from the website to his BRMS Facebook page within the next few weeks. This method preserves history and our followers. We can review how that arrangement is working in a couple of months.

Dashboard:

The dashboard is implemented and now needs content per Above.

9 Engineering:

Steve was not present, but Paul reported that 2 mowers had been sold at the garage sale. The gate had not yet brought any enquiries and Ian D requested to post on Facebook.

10 Woodwork:

Ray said that 2 little jobs had come in today, but he did not think they were appropriate for completing the project process.

He asked that we yet again record concern about workshop etiquette. Please clean equipment, remove the bit used etc when you have finished with a machine rather than clearing up at the end of the day.

11 Art & Craft

Alick said that the garage sale had gone well, and a total of £95 had been donated to the Shed as a result of sales. Particular thanks to Pauline.

He said that several of the group were going on a social, other shed members welcome - see in AOB.

12 Social media.

Nothing to report

13 Missing items

Paul expressed concerns that in the build up to the garage sale a number of items had gone missing or been misplaced. It was felt that this was possibly down to the efforts to clean and tidy the workshops prior to the event. An example was that Steve R, brought in a wooden display frame in advance of the sale, on which to mount his photographic display. It still has not been located. Some antique tools had been set aside for repurposing and have not been found.

There was a general discussion around this issue, security and associated matters. We concluded that these problems mostly arise out of lack of knowledge of others intentions or lack of consideration and thought, rather than malice or theft. Miscommunication, in part, arises due to the informality of the shed, which we generally see as an asset. Some members who regularly attend on one day of the week do not get to see other members or know what they may be involved with.

We concluded that we would ask that:

When new donations arrive, they are looked over by the relevant section and some decisions made upon possible uses prior to any individual setting items aside for their use in the shed or purchase to take away.

Remember what looks like rubbish to you may be an antique tool that someone else intends to refurbish or turn into art. Look for a name tag, ask around, set it aside with a label saying can this be disposed of. Common sense has to be used but please think before you throw.

If you have set aside something for your future use make sure it is well labeled.

12 AOB

- a. Clive reported that he had bumped into Clive Richardson outside the shed and that he had commented on the amount of time we were now open and the potential increased use of electricity, the cost of which is included within our "all inclusive" rent.

Given the supply is not individually metered there is no way of measuring what we use, but given the sensitivity and precarious nature of our arrangement some discussion took place as to how we can show good faith.

Given the low attendance on Saturdays and its failure to attract new members it was **agreed that from 1st September we would no longer open on Saturday mornings.**

- b. Ray enquired what was happening with the surplus items primarily produced by Pete, Jenny & Trinny following the garage sale. He was reminded that Pete & Angela have undertaken to hold sales at Black Farm Barn, previously agreed.
- c. The shed has received a request from the Parish Council in Blofield to repair a pergola originally constructed as part of a housing development. Ian D advised he had completed risk assessment forms and Ray was dealing with the practical

matters. He was of the opinion it was not a quick and easy job. Following discussion it became apparent that the problem had been caused by misuse of the pergola by children climbing on it and the Committee felt that we should decline the invitation to undertake the work due to potential liability should there be an injury from subsequent misuse.

- d. Alick said that he and several of the Art group were attending the free residents day at Great Yarmouth Race course on Friday 26th June. Tickets are available at <https://www.greatyarmouth-racecourse.co.uk/whats-on/residents-day-june-flat-racing-2026> and Alick was keen to make other members aware of the opportunity but they will need to make their own travel arrangements.

Date of next Meeting: - the next scheduled meeting is 14th July @ 13.15