



Minutes Committee Meeting 14th July 2026

Location BMS Shed 1:15

Present Clive, Andy, Ray, Ian D, Alick, Steve F, Ian L

Apologies Paul

Secretary Clive

1/2 In the absence of the Chairman Clive opened the meeting. The minutes of the meeting of 6th June 2026 were approved.

3 Matters arising:

Hemblington Church Signs - collected & donation recieved

New project process available for use - Alick asked if everyone was required to use the process. The view was that it was not necessary or appropriate for every project. To make it inclusive the process can be used in paper or online form.

4 Chairman's brief:

The Chairman submitted his report prior to the meeting which is reproduced below:

"As frequently mentioned, our tenure here isn't secure, therefore in the background we are preparing a plan B. To gain the funding for our future requires a huge amount of work. Myself and Andy Moore attended a presentation, The Future of Brundall, an event put on by the parish council. They recognise the growing population and the needs of that population, they also recognise the land constraints of the parish. However it gave us the opportunity to meet some of the council and put our case forward. We also undertook more networking and have agreed with the head of the council to host them so they can see our requirements first hand. To move forward there is a huge amount of admin, the trustees and some of the committee are drafting a business plan and updating all the policy documents. If we have to bid for money these documents are essential. This sounds doom and gloom but it's just being prudent.

Another opportunity came for us to highlight the shed while attending a showing of The National Emergency Briefing . After the screening we broke into small groups and in conversation were able to highlight our green credentials, recycling materials, repairing and selling donations etc. So a considerable amount of background work has been undertaken supporting the shed.

One of my concerns in the shed is "it feels like work" and often hinted that we need a social life. It's been busy, a big thanks to Terry, Dean and a few others.

Finally as a few of you know things health wise have taken an unexpected turn. Unfortunately I have to say my health comes first. Therefore I urge the committee and trustees to find a new chairman as I will no longer be in a position to undertake the role"

Members may not be aware that Paul is currently hospitalised. The committee discussed interim arrangements for dealing with business. Ian L undertook to monitor the hello@brms.org.uk email which is the current point of contact for the shed and Committee members will take on various additional responsibilities. Steve F suggested we could hold short meetings fortnightly so as to maintain momentum, but following discussion it was agreed Ian L would circulate emails on issues requiring a decision and committee members would make their responses to him. It is not clear how to proceed at this point or the requirements of the constitution. There was some discussion as to the merits of appointing a vice chair but no decision was taken at this time. The Committee and I am sure the membership wish Paul a speedy recovery.

5 Treasurer:

The Treasurer presented his report, which is set below:

Treasurer's report July 2026

- 1) Totals for year as at 21 June 2026: income £12,478.07, expense £2,997.86, bank and cash balance £34,133.08.

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

Relocation fund	££25,757.59	
Rent	£5,833.33	To 31 Jan 2027
Insurance	£233.33	Due March 2027
Restricted (Grants)	£1,265.86	See below
Total	£33,090.12	
Balance for general expense	£1,042.96	

- 3) Summary monthly accounts and members' donations pdf files update on Google drive. **Info.**
- 4) Outstanding receivables: Nothing to report.
- 5) Major expenses (greater than approximately £100).
- a. Business rates £176.00
- 6) Major income (greater than approximately £100).
- a. Donation of £100 received.
 - b. Strumpshaw PC donated £200.00 in addition to materials cost of £50 for gates.
 - c. PAT testing £102.00.
 - d. WWII stove sold for £96.89.
- 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: Awaiting extra £200 relief given for Smaller Retail, Hospitality and Leisure. **Info**
- 10) HMRC: Nothing to report. **Info**
- 11) Other:
- a. Tommy sale: Attempted £75 donation, failed again.: **No further action**
 - b. Donated £50 to EAAA. **Info**
 - c. £10,000 transferred to notice account – allocated to relocation fund: **Info**
 - d. PC and AM visit to Brundall Neighbourhood Plan. **Info**
 - e. AM to Brundall PC volunteer thank you event. **Info**

6 Secretary:

The tap in and out system is working and went live from 1st July. I am proposing we have separate spares for members that have forgotten their cards as opposed to visitors as ideally the two need to be separate for our returns.

We have had two new members, Jim & Barry, with a third pending. We have had no resignations.

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

7 Grants

Ian D advised that Norfolk Community Foundation had contacted him chasing the final report on our Lovell Blake grant. He undertook to do the return with the Treasurer supplying the receipts for items purchased. He commented that we had received a lot of support from staff at the Foundation and proposed that we invite a representative to the shed to see activities and meet members. **This was agreed.**

8 IT:

Ian L advised on the successful implementation of the tap in and out system. He undertook to install a larger screen for ease of use.

The trustees had agreed a survey should be undertaken of members' aspirations and views to help shape the future of the shed. This would be distributed electronically and in paper form.

He reported increased posting of events by members on our webpages and urged others to participate. Access to propose a post is via the members area.

Ian L also updated members of discussions that had taken place at the trustee meeting where future options were mulled over. The thrust being to either secure land and then fund raise to build our structure or seek a long term lease from Brooms on the basis we bid for funds to carry out major improvements - such as toilets/insulation etc. Ian D suggested that general improvements were hard to fund through grants but environmental improvements should be easier. Ironically, funding for new buildings probably is easiest.

9 Engineering:

Steve advised that they were busy at the moment. Various garden equipment for refurbishment and a significant 3 part metal gate commission. Also an arch project for a member.

10 Woodwork:

Ray reported there was a short lull before commencing the production of swift boxes. One case is a repeat order and the other a project in conjunction with Angela on behalf of Margarent Harker Hall. Clive to confirm with Angela that we are to proceed with the purchase of materials on the terms previously discussed.

He reported that a sheet of perspex that was clearly labeled Lingwood village hall and purchased by us at a cost of £65 had been cut into and a corner used, rendering the whole sheet unusable for the purpose for which it was purchased. This led to a wider debate on storage/ security. It was agreed that we would liaise with Clive Richardson regarding obtaining a secure storage area on the site for items and materials of particular importance or value.

Ray advised that a member had expressed interest in the lathe & related tools which we had received as a donation. Some research had been done but we had not yet concluded an appropriate price or the best mechanism to market it. In the meantime the member has been asked to make an offer which we would consider whilst we continue to seek comparators.

11 Art & Craft

Alick reported that the residents race day had been enjoyed by those attending and that he was planning a further trip to the races in September, which will be open to all members.

He reported reduced Monday attendance at the moment, probably due to holidays etc.

12 Social media

Nothing to report

13 Blofield Pergola

Ray is leading what has now developed into the dismantling of the pergola. A group of 4 have visited and agreed to undertake this subject to the provision of a skip. The scheduled date is 4th August - some details remain outstanding.

14 Ageing well programme

Paul & Clive had been made aware of an NHS workshop being held at Brundall Memorial Hall on the 20th July (10:00 - 12:00) as part of a pilot programme to connect with existing communities and groups. We were also visited by a representative in the shed this morning.

Clive offered to attend to find out more about Ageing Well Ambassadors and Ray said he might also be able to attend. **Agreed for Clive to attend and report back**

15 British Red Cross

Clive advised that we had been offered free training from the Red Cross.

- Adult First Aid (1.5 hours) – helping participants feel more able, willing, and confident to provide first aid in everyday situations. This workshop is available free of charge to volunteers and service users.
- Supporting Connections (2 hours) – helping volunteers and staff recognise and respond to loneliness and support service users in building stronger connections within their communities. This workshop is also available free of charge to your paid staff and volunteers.

After discussion it was agreed we should pursue the offer of the adult first aid if it can be scheduled for a Tuesday and at a time that minimised disruption due to the consequential closing of the workshop. Clive to follow up.

NOTE:

This has now been booked for Tuesday 25th August at 1.45 to 3.15 - details to follow.

16 Safeguarding issues:

The UK Mens Shed Association had circulated information about free training on adult safeguarding and drew attention to the importance of proper systems and understanding of these matters. Reference was made to Trustees in particular being DSB checked.

Ian L & Ian D confirmed they had booked places on a training course and at this time we fully reject the need for Trustees to be required to be DSB checked on the grounds they have no more contact/influence/relationship with members than any other member.

17 AOB:

a Christmas Fayre - Ian D asked if we could set a date for the Christmas Fayre to ensure that his sister was available again to run the tombolla which was a successful fund raiser last year. Paul had previously indicated to some committee members that he was not in a position to facilitate another fayre around Christmas due to commitments. The general view was that the fayre was a good performer, but it was entirely reasonable that the burden of organisation should not fall to one person. It was therefore proposed that we set a proposed date and establish a sub committee group to manage it going forward.

An early date was generally preferred and the 7th November agreed.

b A member asked Alick to confirm that the art group did not use equipment in the workshop on Mondays. Alick said that glueing, use of clamps etc sometimes took place on workbenches but no electrical equipment was used.

c Clive confirmed that we had an electrical bike for sale, with the donor receiving £50% of the sale price. It was agreed that this would be offered to members by sealed bids of over £170. Clive to arrange and circulate information.

d Ray asked for an update on the sale of items by members. The treasurer confirmed Linda had sold our stove for £96 via ebay. Trinny had advised Clive that her items were not selling on facebook and that she also would soon be bringing in a range of items she had made for a wedding celebration (place name holders etc) and that she thought we could

advertise for hire for other weddings. Peter and Jenny have attended sales with limited success. It was agreed that the items produced are likely to have more appeal at the Christmas Fayre. Committee wish to record their thanks to those seeking to sell on behalf of the shed.

Date of next Meeting: - the next scheduled meeting is 11th August @ 13.15