Brundall Men's Shed

Minutes Committee Meeting 11th August 2026

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

1/2 In the absence of a Chairman Clive opened the meeting. The minutes of the meeting of 14th July 2026 were approved.

3 Matters arising:

Item 7 Ian D, with the assistance of the Treasurer completed the exit form for Norfolk Community Foundation.

Item 13 Pergola project completed; see web pages. Ray advised that Terry intended to see if a donation would be forthcoming

Item 14 Adult First Aid - Clive confirmed that it has been booked for Tuesday 25th August at 1.45 to 3.15.

AOB c Clive confirmed the electrical bike auction was now running. Bids, starting at £170, should be placed in the box on the Treasurer's desk or sent to Secretary@brms.or.uk by 31st August. for sale, with the donor receiving £50% of the sale price.

4 Chairman update:

Further to the regular updates circulated, our former Chairman had his operation yesterday and we have had confirmation from his wife that all is well and he is in recovery.

The interim arrangements are working and the Trustees are satisfied that there is no constitutional reason to urgently appoint a replacement.

5 Treasurer:

The Treasurer presented his report, which is set below:

Treasurer's report August 2026

1) Totals for year as at 21 July 2026: income £14,632.22, expense £3,837.40, bank and cash balance £35,447.69.
2) Reserve funds (as at 21 July 2026):

Relocation fund	£25,808.43	
Rent	£6,666.67	To 31 Jan 2027
Insurance	£291.67	Due March 2027
Restricted (Grants)	£ 1,199.38	See below
Total	£33,966.14	
Balance for general expense	£1,481.55	

3) Summary monthly accounts and members' donations pdf files update on Google drive. **Info**.

4) Outstanding receivables:
    a. Buy Me a Coffee £10.00
    b. Cancer Community Chest PAT testing £116.00

5) Major expenses (greater than approximately £100.
    a. Business rates £176.00
    b. Steel for gate £286.60 (Note: deposit of £300 received)

6) Major income (greater than approximately £100.
    a. Hemblington Church signs £80.00.
    b. WWII stove £96.89
    c. PAT testing £102.00.

7) Grants: Outstanding spend:
    a. Clarion (CF2) PAT tester: £ £699.38.
    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. Receipts copied for NCF report and e-mailed to Ian Dinmore: **Info**
    b. Attended Brundall PC draft neighbourhood plan exhibition on 24 June: **Info**
    c. Attended Brundall PC volunteer thank you afternoon tea on 12 July: **Info**
    d. Clive added as bank signatory: **Info**
    e. Google drive or Microsoft One Drive? Decision required: **All**

The report was noted, with thanks to the Treasurer.

Following discussion on 11b Andy explained the neighbourhood plan is a high level strategic document which informs future planning policy. Whilst the Parish Council are aware of our future aspirations the strategic plan is not an approprate document for them to be recorded.

Regarding item 11d there was a discussion whether there should be any further signatories to the bank accounts but it was agreed this was not necessary.

In respect of item 3 - the uploading of financial information to the G Drive, Andy requested clarification whether we were migrating to Microsoft One Drive now that we had obtained free licences for Microsoft. Ian L and Ian D concluded that we should stay with using Google drive which was **Agreed.**

Ray sought clarification on available grant monies and other funds for general expenditure and proposed that a further set of chisels be purchased for wood turning. **The expenditure was agreed, and it was left for Andy to choose and obtain as and when required.**

6 Secretary:

As agreed at the last meeting I attended a workshop run on behalf of the NHS helping to shape a pilot programme to be launched in this area called ageing well. Participants would be known as ambassadors. The event was poorly attended, although local representatives included Andrew from Brundall Hardware, The Walled garden and some local residents as well as the NHS representatives. The Men's shed was spoken about by many of the participants and clearly our role is much appreciated. As always I explained we are volunteers and can only offer camradary rather than professional help or support. **Info**

In other matters the pending application previously reported was withdrawn as the individual in question is known to the Richardsons who indicated he is not welcome on site. The applicant understood the situation and withdrew his application with good grace. His donation was refunded. There were no other new members in July and no resignations, but I have deleted a member who has not attended or made a donation since Febuary.
There have been no safeguarding incidents or accidents recorded. **Info**

The temporary administrative arrangements appear to be working satisfactorily, with Ian L picking up enquiries to Hello and dealing with them or forwarding them to others as appropriate. However, a representative of Postwick Parish Council contacted Les, who he knows, to say he made enquiries about a village noticeboard via the website and has not had a response. Les forwarded the enquiry to me and I emailed Cllr Price and have today received the following response:
"We are looking for a brand new Notice board please. We would be installing it somewhere in Witton (location yet to be decided), to display Parish News/minutes etc. The photo of a notice board for Strumpshaw PC on your website would be ideal.
Timescale is not really a problem as there is no urgency and we would expect to pay in full for the work carried out etc.

As I say there is no pressure to say yes to this but we just thought it might be something of interest to your group"

The request was discussed and supported in principle, Ray to liaise directly and agreed costings and timescale.

7 Grants

Although we do not currently have an individual dealing with grants, Ian D confirmed he is still on circulation lists of grants that may be of relevance, from UK Men's Shed Association for example. He agreed to continue to evaluate these and pass to Ian L or Clive any which may be appropriate to us.

8 IT:

Ian L referred to the Mardle he had issued this week which included a link to the online survey parts 1 & 2 and set out the importance of obtaining feedback from the members to help the Trustees shape the future of the shed.

In recognition of some members' preferences he explained he has printed off Part 1 forms and placed them on the tables and would put out Part 2 in paper form next week.

The collated results should be prepared in time to present at the Trustee meeting in September.

He confirmed that the tap in and out system had settled down and he would upgrade the screen and volume of the beep in due course.

Ian alerted the Committee to the fact that the three "mini computers" we currently use operate on Windows 10, which Microsoft are ceasing to support. Although not an immediate issue he suggested replacements, together with upgrading the Mac that Andy uses could form the basis of a grant bid in the future.

Finally, he reported that it had become apparent that the website email link was not working as we have had 2 examples today of outside organisations who had not had responses. He will look into this

9 Engineering:

Steve stated that the team were busy constructing the large gate project they had taken on and reported they had some other potential customers. Were this to continue it could justify the purchase of a metal bandsaw.

Other projects include the construction of a garden arch for a member and lots of mower work. Again, he felt there was a justification for a heavy duty impact driver in due course.

He reported a part failure on the metal lathe, which restricts use . Dean to investigate.

10 Woodwork:

Ray advised of his forthcoming holiday and his intention to commence construction of the 48 Swift boxes which have been commissioned upon his return. This would create some roles for those seeking to help in the woodwork area.

Blofield Parish Council have approached regarding constuction of plant boxes for Heathlands. Initial design work and specification was undertaken. Ray advised the quote for the wood, unfinished, was £464 + vat, which was more than anticipated and he now awaits confirmation if they wish to proceed.

He today has received the request from Postwick PC regarding a sign and will follow this up.

Ray previously advised that a member had expressed interest in the lathe & related tools which we had received as a donation. He confirmed the member has offered £300, which the Committee agreed to accept. Ray to discuss transportation with him.

11 Art & Craft - no report.

12 Social media:

Following previous discussions and confusion regarding income from various internet based sources Ian D explained we had in the past signed up to 3 fund raising schemes.

Buy me a coffee

Easy fundraising

Heart Lottery

Incomes were low and infrequent and the organisations tend to only payout when a minimum amount is owed. The last payment from the Heart Lottery paid us £2. There are opportunities to promote these schemes and increase income but no action is suggested at this time.

13 Christmas Fayre - 7th November

Members will recall that the date of 7th November was set at the last meeting. The committee is seeking a volunteer (or volunteers) from the membership to coordinate and take overall responsibility for the event. Please let Clive know if you wish to take this on.

However, we have already had to start planning, so thus far we have agreed:

Heather to run Tombola - members please start to set aside suitable “prizes”.

Steve F & Jo to run refreshments

Agreed we will invite outside craft stalls (non competing with us) as last year.

Can we explore working with the charity shop?

14 AOB:

a Christmas Dinner - Ray advised that catering at Acle memorial hall had changed and asked if the Committee wished for him to make enquiries as to whether the venue was available again this year. It was agreed this was a useful start, particularly with the large attendance last year many venues would be unsuitable. Ray also undertook to liaise with Terry A, to see if he had had any response from members to his message asking what people wanted to do for Christmas and report back.

b Ray asked when the code to the keysafe was to be changed. It was agreed Clive would do this after Saturday 29th August ready for Tuesday 1st September and circulate the new code to duty managers. No Art session on Monday 31st August - Bank Holiday.

c The Committee confirmed that Saturday 29th would be the last Saturday session as previously agreed. Ian L to revise published opening times on web, Ian D on Facebook.

d. Ian L raised the issue of succession planning. Paul's sudden resignation due to health serves as a reminder that things are uncertain and the Treasurers role in particular is complex. Ian suggested we encourage other members to take an interest in the work that is done and potentially share the burden beyond those currently involved. He suggested this also promotes the concept of a members club of equals, with everyone taking responsibility and playing a part in the club's running.

e Clive wished to record the Committees thanks to Trinny for her extensive cleaning undertaken last Saturday. The kitchen sparkles - all members please keep it looking that way. Please remember only clean items in the recycling bin and no blue paper towels. Low grade paper like that, once used, devalues the load and is treated as a contaminant.

Date of next Meeting: - the next scheduled meeting is 8th September @ 13.15