



Minutes Committee Meeting 13th September 2026

Location BMS Shed 1:15

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

Apologies Alick, Ray

Secretary Clive

1/2 In the absence of a Chairman Clive opened the meeting. The minutes of the meeting of 11th August 2026 were approved.

3 Matters arising:

Item 13 Pergola project completed. No update on donation - with TA.

Item 14 Adult First Aid - Although rescheduled by the trainer to 1st September there were still 13 attendees. Interesting style and perspective. Video clips have been received, Ian L to add to members area.

Electrical bike auction closed - no bids - AGREED we invite offers from members lower than the £170 specified.

Woodwork - Keith kindly increased his donation to £400, £100 of which was forwarded to Acle Men's Shed who had originally donated the lathe.

14b Keysafe code changed and duty managers were informed. It became clear Broom staff were still using our key - this is now resolved.

14c As previously agreed Saturdays are now a non opening day.

4 Treasurer:

The Treasurer presented his report, which is set below:

Treasurer's report September 2026

- 1) Totals for year as at 21 August 2026: income £16,311.26, expense £4,470.10, bank and cash balance £36,494.03.

2) Reserve funds (as at 21 July 2026):

Relocation fund	£25,877.28	
Rent	£7,500.00	To 31 Jan 2027
Insurance	£350.00	Due March 2027
Restricted (Grants)	£ 1,199.38	See below
Total	£33,966.14	
Balance for general expense	£2,766.75	

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. Balance for gate*
- c. Donation for pergola demolition.

5) Major expenses (greater than approximately £100).

- a. Business rates £176.00
- b. Lanyards and cards £282.00

6) Major income (greater than approximately £100).

- a. Sale of Shopsmith £400.00 less £100.00 to Acle Men's Shed
- b. PAT testing £116.00.

7) Grants: Outstanding spend:

- a. Clarion (CF2) PAT tester: £ £683.40
- 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:

Noted

5 Secretary:

The Secretary presented the report below:

"I would like to remind members that in the absence of a chairman internal enquiries should be directed to the secretary@brms.org.uk. For example there may be questions, ideas, proposals that historically people would have run past Paul. He would either make a decision and give an answer or take the matter to the Committee. In the absence of a Chairman, as Secretary, I can email other Committee members to get agreement or take the matter to the next meeting for a discussion.

Welcome to Mark, our latest new member.

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

In response to a question about the use of hello@brms.org.uk the Secretary replied that this was now for external contacts only.

6 Grants:

Thanks to Ian D who had circulated information on a possible grant opportunity, administered by Norfolk Community Foundation. Whilst consideration was given, the eligibility criteria and the timescales were considered too tight for a bid to be submitted.

The Treasurer brought information on Viola's Sustainability Fund. Bids required by the 30th September. The Secretary undertook to review the application process and liaise with other Committee members if it appeared feasible to make a bid for a grant of upto £1000.

7 IT:

Ian L advised that he had got the laser engraving machine up and running but explained that the software was difficult and cumbersome. However the laser cutter is in principle available for use by all, but should be under his supervision to start with.

He said he had mainly been involved in producing the member survey, analysing the results and producing a report on the findings. (Discussed at item 12)

8 Engineering:

Steve reported that the gate project was near completion and was in place. He was liaising with the customer over the final price and would report back. It was suggested that some photos should be put on the web.

Work on a donated mower was now completed and is available for purchase.

Nothing major in the pipeline.

9 Woodwork - no report

10 Art & Craft

Andy was pleased to report that Alick had attended the art session yesterday, but in view of his current health circumstances had sent apologies for today. The committee sent their good wishes.

Clive reported that some of the art group had mentioned a desire to extend the session opening times. Agreed to discuss at the next meeting.

11 Social media - no issues

12 Member survey:

Ian presented the data and draft analytical findings and recommendations report which he had previously circulated to Trustees and Committee members.

The extent of participation and the comments made were welcomed by the Committee. The strength of support to continue at our current venue and to seek improvements were noted as well as the importance given to the social aspects of the Shed.

It was agreed that Ian circulate the survey results to all members and an opportunity to be given for members to make suggestions as to how we could proceed.

The draft findings and recommendations report which Ian produced were discussed. It was clear that many of the issues raised would require investment to address - toilets; insulation etc; which in itself is only viable should we have greater security of tenure. It was therefore agreed that before developing an action plan the Trustees should be asked to explore with Clive Richardson the possibilities of a significant lease to justify investment.

AOB:

Christmas Fayre - 7th November

As mentioned at the last meeting the committee is seeking a volunteer (or volunteers) from the membership to coordinate and take overall responsibility for the event.

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 - cake donations welcome

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

Date of next Meeting: - the next scheduled meeting is 13th October 2026