

# CHARLBURY COMMUNITY WORKSHOP

## Meeting of the trustees

8 January 2023, 7.30 pm at the Rose & Crown

## MINUTES

**1. Present:** Chris Potts (chair), Dave Court, Matthew Scott, Simon Walker, William Robinson

**Apologies:** Grace Cahill, Colin Critch, Tony Merry

### 2. Minutes of the meeting on 4 December

Approved

### 3. Report on finances

#### Coop Bank account

Income since 1 December: £100

Expenditure since 1 December: £851.12

(Payments made on 13.12.23: £608.79 to Colin; £242.33 to Simon)

Balance as at 8 January: £3258.30.

#### Rent

The Workshop is to pay £100 a month rent to the Thomas Gifford Trust. It will pay by standing order following a request for payment from the TGT.

#### Grants

William will prepare a list of grants applied for, with a breakdown of items to be financed.

#### Annual return

William will check when we have to submit our annual return and the period it must cover.

### 4. Update on premises and fit out

See attached update from Dave.

### 5. Update on operations and activities

See attached update from Dave.

### 6. Health and safety

We have a first aid kit and an accident book.

We shall need to give thought to dust removal.

### 7. AOB

We shall hold our next AGM in April. At that meeting the members will reappoint the trustees.

The members will decide when the membership period starts and finishes.

Hard copies of standing order forms will be available for members' subscriptions.

Simon will approach all those who expressed an interest in the Workshop but have not yet become members

**8. Next meeting: Monday 5 February at 7.30 pm in the Rose & Crown.**

The meeting ended at 8.40 pm.

## Premises and fit-out Update 8th January 2024

### Fit-Out

#### Since the last meeting the following actions have been undertaken:

- The final external and internal water connections have been made and the sink is now in use. Thanks should go to Simon who carried out the plumbing work including finishing the external connections in the pouring rain.
- Boarding out of the walls has continued and there remains just one small section to complete which will require one further sheet of plywood.
- Work has commenced on making and installing racking for tools with the saws, chisels, pliers, hammers, spirit levels, files, and straight edges now in place.
- Work has commenced to install the final section of worktop which will be set lower to accommodate people who are unable to stand for long periods or who are in wheelchairs.
- Kitchen cupboards donated by Matthew are presently being erected to provide additional storage.
- Colin has continued to PAT test our electrical tools with only a few large tools outstanding.
- David has procured spares for the bandsaw and is presently rebuilding the unit.
- All our long timbers have been sorted, itemised, and stored in the workshop to dry out in preparation for construction of the timber store and the column bases have been purchased.
- Site clearance has begun in the back area in preparation for construction of the timber store.
- Initial preparations are underway to commence the pathway round to the back of the workshop utilising block pavers and paving slabs in our possession.

### Operations

- Work has continued to make the cushions for the chairs in the soft craft area and it is intended that Pat Court will lead a session on Wednesday mornings from 10.00 – 12.00 commencing from the January 17th.
- Throughout December we have opened the Workshop on most Thursday afternoons from 14.00 – 16.00 and have continued work to the fit out. A few new people have looked in and have taken membership forms. It is envisaged that this will continue.
- Our Tuesday morning sessions have generally seen at least 6 – 7 people attending each week.
- At the next Tuesday meeting (9<sup>th</sup> Jan) we will prepare a shopping list of consumables which will be required for us to commence formal operations.
- At our last Thursday session, we were approached by a lady wishing to be given assistance in learning how to use tools and carry out basic DIY tasks we are hoping to have an initial session with her at our next Tuesday session.

### Future Activities

- Lay a path using the paving slabs that have been donated to the workshop around the workshop from the rear door to the front of the building.
- Complete the erection of shelving and storage for our equipment and consumables.
- Commence a formal system for managing each of our sessions.
- A final decision on water heating is presently under consideration.
- Installation of power points to the central island and PIR lighting to the outside of the workshop
- Manufacture and installation of a notice board to the front of the workshop

**Dave Court**  
**8<sup>th</sup> January 2024**