

CHARLBURY COMMUNITY WORKSHOP

Meeting of the trustees

5 February 2024, 7.30 pm at the Rose & Crown

MINUTES

1. Present: Chris Potts (chair), David Court, Matthew Scott, Simon Walker, Colin Critch

Apologies: Grace Cahill, Tony Merry, William Robinson

2. Minutes of the meeting on 8 January

Approved

3. Report on finances

Coop Bank account

Income since 1 January: £85.00 (£25 sub, £60 donations)

Expenditure since 1 January: £100 (rent)

Balance as at 5/02/24: £3,243.00

Current Liabilities:

David Court - £245 (storage unit, construction materials, consumables)

Simon Walker - £306 (materials for timber store and COSHH cabinet)

Operating Balance after payment of Liabilities - £2,692

Easy Funding: -

David advised that he had used the Easy Funding app when buying the storage unit as well as when making a personal purchase and that these should raise £2.90 for the workshop once the period for returns had expired.

4. Update on premises and fit out

See attached update from David.

At the meeting it was confirmed that the electrician was hopefully going to attend the workshop at the weekend with a view to connecting the water heater and completing the electrical installation.

5. Update on operations and activities

See attached update from David.

At the meeting the following additional items were discussed:

Repairs

Discussion was held on how we control the request for repairs and the following was agreed.

A repair document is raised for every repair undertaken.

We will not repair any electrical equipment.

All requests for repairs would be reviewed by a trustee prior to any agreement to undertake the work.

Registered Charity No 1202551

All materials not available within the workshop would be supplied by or paid for by the person requiring a repair to be undertaken.

Recycled Timber

It was noted that a meeting was being arranged with David Green from Blenheim Estates to go and see a stock of recycled timber that they have which could be useful both for the workshop and the Primary School.

Work for School

It was agreed that providing some assistance to the school was good PR for the workshop, but it was agreed that members must be aware that our insurance is unlikely to cover us for work taken on outside the workshop.

6. Health and safety

When carrying out work outside of the workshop such as at the Primary School a risk assessment must be carried out when utilising the services of members and members must be made aware of their own personal liability.

7. AOB

It was confirmed that the AGM would be held on a Thursday in April in the TG Room at the Community Centre at 19.30.

Chris Potts will finalise the date with the Community Centre and will discuss with the Treasurer and Secretary the requirements for the End of Year Accounts and the Annual report.

8. Next meeting: Monday 4 March at 7.30 pm in the Rose & Crown.

Premises and Fit Out - Update 5th February 2024

Fit-Out

Since the last meeting the following actions have been undertaken:

- A small electric water heater has been plumbed into the sink unit and is awaiting the electrical connection.
- Completion of boarding out of the walls is awaiting the purchase of one further sheet of plywood.
- The final section of worktop has been installed and is set at a lower level suitable for a wheelchair or seated person and the central island worktop has been repaired.
- Work has continued making and installing racking for tools and a 36No. storage box unit has been purchased for the storage of consumables.
- Colin has continued to PAT test our electrical tools with only a few large tools outstanding and has very kindly donated a battery drill for use in the workshop.
- A COSHH box has been purchased and is likely to arrive mid to end of February when it will be fitted under the worktops.
- Site clearance has continued in the back area with all rubbish and unusable pieces of timber taken to the tip.
- A temporary A-Frame blackboard has been constructed which will be set up outside and indicate when the workshop is open.
- Work has commenced on the excavation of the foundations for the timber store and a jumbo bag of recycled ballast has been purchased together with some bagged cement in preparation for installation of the bases.
- The first area in front of the side gate has been cleared and work has started on laying block paving as part of the work to create a path around the workshop. An additional bag of recycled sharp sand has been purchased for use as foundation to the slabs and block pavers.
- Recent purchases have included large hand towels, tea towels, hand cleanser, washing up liquid and white spirit all as part of the consumable required to operate the workshop.

Operations

- Work has continued to make cushions for the chairs in the soft craft area with Pat Court heading up our Wednesday morning sessions.
- The Thursday afternoons sessions from 14.00 – 16.00 have continued with work to the fit out. This last Thursday saw a couple of members turn up to repair a bird table using some of our palette timber. They donated £3.00 for the session, timber and two shelf brackets. In addition, we were given two packets of biscuits by a gentleman who will be coming to our sessions in the future.

- Our Tuesday morning sessions have generally seen at least 6 – 7 people attending each week.
- We have fitted a new handle to a “le Creuset” saucepan lid and are in the process of replacing the handle to a sledgehammer.
- Matthew has completed the refurbishment of a chair for his mother-in-law.
- During the period we were approached by the Charlbury Primary School to help them with some repair jobs and a new construction project.
- To date Simon and David have attended the school and repaired the access door to a storage shed such that the shed has now been brought back into use, future repairs to fencing and gates is awaiting the school purchasing the required materials.
- The new construction project for a decking outside to act as a small stage is on hold whilst the school try to procure the required materials.

Future Activities

- Continue to lay a path around the workshop from the rear door to the front of the building.
- Continue with the construction of the timber store.
- Complete the erection of shelving and storage for our equipment and consumables.
- Commence a formal system for managing each of our sessions.
- 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
- Whilst attending the primary school we found a large noticeboard that seemed to have been thrown out, we have requested that if the school do not need it then they consider letting the workshop have it.