

CHARLBURY COMMUNITY WORKSHOP

Meeting of the trustees

4 March 2024, 7.30 pm at the Rose & Crown

MINUTES

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

Apologies: Grace Cahill, Tony Merry

2. Minutes of the meeting on 5 February

Approved

3. Report on finances

Coop Bank account

Income since 30.1.24: £30.90 (£25 sub, £5.90 donations)

Expenditure since 30.1.24: £345 (£100 rent, £245, David Court)

Balance as at 4.3.24: £2,929.20

Current Liabilities:

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

Operating Balance after payment of Liabilities - £2,623.20

Accounts

We shall produce our accounts on a payments and receipts basis. Once they are finalised there is no need for them to be examined by an independent examiner. A copy will be printed out and signed on behalf of the trustees. For next year, rent will be set out as a separate item in the accounts and also mentioned in the annual report.

Gift Aid

William will consult Angus Bentall about Gift Aid procedures.

4. Update on premises and fit out

See attached update from David.

5. Update on operations and activities

See attached update from David.

At the meeting the following additional item was discussed:

John McKay would like to rent the workshop to run a one-day screen-printing session on a Friday in April. He is insured and he does not need our tools.

Agreed in principle subject to Matthew agreeing an appropriate fee with John.

6. Health and safety

Registered Charity No 1202551

Nothing to report.

7. AOB

AGM

The members must be given at least 14 clear days notice of the AGM to be held on Thursday 11 April in the TG Room at the Community Centre at 19.30.

If necessary the annual statement of accounts, the trustees' annual report and the list of persons standing for election or re-election as trustee may be circulated later.

Chris will handle the formal part of business.

The meeting will elect or re-elect trustees to fill the vacancies left by those retiring.

Dave will give an update on the building, fit-out and activities, including repairs undertaken.

Finance and accounts are less important than they were last year when we were still in the start-up phase. The meeting will be invited to approve the accounts.

Simon will speak about membership and encourage all members to pay by standing order.

At the end everyone will be invited to visit the workshop.

Parish Meeting (Friday 15 March from 7 pm)

Chris will be there but in multiple capacities. Matthew will staff the CCW table.

Reports

We shall need to submit demographic forms and a report to Oxfordshire Community and Voluntary Action. It is important to keep a record of activities and work done and to take photos. The photos may be used for displays at meetings or posting on our website.

Minutes of CCW trustees meetings

William to send Colin the minutes of all the meetings this year to be posted on our website.

8. Next meeting

Monday 8 April at 7.30 pm in the Rose & Crown.

The meeting ended at 8.45 pm.

Premises, Fit Out and Operations - Update 4 March 2024

Fit Out

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

- The water heater has been connected electrically and the Electrical certificate has been issued and a copy issued to building regs.
- Completion of boarding out of the walls is awaiting the purchase of one further sheet of plywood.
- Colin has continued to PAT test our electrical tools with only a few large tools outstanding.
- The COSHH box has been installed.
- Work has continued with the construction of the timber store with the ground level bases installed and the top of the gabion baskets cleared.
- Block pavers have been laid in two lines as edging to the path alongside the workshop and the installation of the infilling using our stock of paving slabs will commence this week.
- Following the submission of our electrical certificate to Building regs we were visited by Michaela the building regs officer on Friday 23rd February. She inspected the workshop accompanied by Dave and Ian and then requested that we supply a drawing of the internal layout of the workshop showing all fixtures and fittings together with an Operating statement for submission to the fire Officer. These documents were submitted on Monday 26th February, and we now wait hopefully for the workshop to be finally signed off

Operations

- **Tuesday Morning**

Tuesday morning remains our main session of the week with time spent equally between repairs of items left by members, continuation of fit out activities and the commencement of the manufacture of items that can be sold by the workshop.

Following discussion between Blenheim, The Primary School and ourselves, we were given the opportunity last week to collect a large amount of timber which comprised rails and fence posts that Blenheim had dismantled and didn't want to destroy.

The timber will be used to support the work for The Charlbury Primary School's projects and our own projects such as the timber store and once it has been cleaned and checked over, we will take it into use.

With the issue of the electrical certificate, we are fully operational, and we now make our own coffee and tea and provide biscuits for the sessions and as a result have now commenced charging £1 per person per session.

- **Wednesday Morning**

All the cushions for the chairs in the soft craft area have been completed including that for a chair donated by Daniela Jenkins

Helen Shayler has spent some time tidying and sorting the materials that are available within the soft craft area so that they can be properly stored.

Pat Court has continued to head up the Wednesday session with an average of four ladies attending who have been engaged in Crochet work, learning how to use sewing machines, making bunting as a trial, and starting to investigate how the overlocker works.

In addition, we collected two director's chairs which were on offer from House and Carriage, and it is intended that they will have new seats and backs made and the structures will be refinished so that they can be sold in due course

- **Thursday Afternoon**

David has generally headed up this session and has concentrated on sorting out the smaller items into suitable storage boxes. This session has not been well attended and we will have to consider if we should try a different time in the week.

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.
- Prepare a list and details for the manufacture of various items by members in the workshop such as planters, bird boxes, bug hotels, chopping boards.

Dave Court

2nd March 2024