

## **HIGHLAND WOODTURNING CLUB, Club Premises, Munloch Village Hall**

### **Minutes of COMMITTEE MEETING held Thursday 3<sup>rd</sup> October 2019 at 5.30pm in the Club Premises**

- 1. WELCOME** Present :- Alec Mutch, John Cheadle, David Hobson, Jim Kelman, Geoff Potter, Cliff Sim, Douglas Stewart, Colin MacRae, John Ruickbie, Errol Levings
- 2. APOLOGIES:** Peter Lawrence, David Hay, David Hutcheson
- 3. APPROVAL OF MINUTES OF LAST MEETING**

Approved as being correct. Proposed by DH, seconded CM.

#### **4. TREASURER'S REPORT**

CS distributed a printed financial statement dated 3<sup>rd</sup> October 2019 to all the Committee members.

#### **5. BANDSAW CRITERIA**

A paper describing the Bandsaw Rules, including a User Only Section and Maintenance & User Guidelines, was distributed to all the Committee members.

JR went through all the items in the Rules - which consisted of a list of Do's and Dont's and were not intended to be overcomplicated. One section is applicable to bandsaw users and the other section applicable to bandsaw maintainers.

It was agreed that a 'DO NOT USE' notice would be affixed to the machine by any user finding a fault or by a maintainer deciding the bandsaw cannot be used for any reason. This amendment would be made to the Bandsaw Rules, which was then approved by all the Committee members.

The Bandsaw Rules will be laminated and displayed next to the bandsaw machine. A log of all Bandsaw maintenance would be kept.

A draft certificate giving each individual's name for Bandsaw users and Bandsaw maintainers was approved. Each person's certificate would be certified by JR. Certificates will be kept alongside the Risk Assessment in looseleaf form, in a folder, adjacent to the Bandsaw.

It was agreed that initially DH and EL would be certified as maintainers and users as soon as possible, preferably next meeting. JK and DS would be certified as users.

It was agreed that usually a general purpose blade would be fitted to the Bandsaw, blade changing would be infrequent, only certified maintainers would change a blade, but different blades were available if needed.

#### **6. INSURANCE UPDATE**

Following concern at the last meeting of the personal liability of Committee members, CS explained that the current insurance held by the Club included £5m cover for public liability. Members would be covered by the insurance if we abided by the Clubs necessary Health and Safety rules ( Safety Rules and Risk Assessments, -which are addressed in the next item).

These rules must be available and brought to the attention of every member.

CS advised that of the Clubs - who were members of the AWGB – none were Companies Limited by Guarantee. CS agreed to investigate and report if any of the Clubs were SCIO's.

#### **7. SAFETY POLICY**

AM explained that he had requested numerous times, since August 2019, that our Safety Representative carry out a review and renewal of the Club's Health & Safety Policy and Risk Assessments. These have not been done.

JC proposed and CM seconded a proposal that - as JR has the relevant experience and the IOSH qualifications -JR now be appointed as Safety Representative. JR agreed to remain on the Committee and be appointed as the Safety Representative. The change of Safety Representative to be notified to Mark Sutton.

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It was agreed that the Club's Health & Safety Policy and Risk Assessments needed to be reviewed and updated. These documents need to be displayed and brought to every member's attention.

It was noted that in the past the Safety Rules had not been sufficiently notified to all members and this needed to be corrected. It was also noted that only members who had completed training were allowed to use the Club's lathes unsupervised. Any person starting woodturning training with the club needs to be supervised, but anyone already in the club or joining the club with a history of woodturning does not.

### **8. PROGRAMME FOR 2020**

The remaining unallocated programme items need to be completed and uploaded to the website. Information given at the meeting.....

JR proposed that his first managed meeting would be revised to an half hour bandsaw demonstration, with a camera for observing – followed by a demonstration of making a parallel saw clamp.

The 25<sup>th</sup> June and 9<sup>th</sup> July meetings would be taken over by EL, subjects to be proposed by EL.

25<sup>th</sup> July all day event would be 3 demonstrators to be notified.

6<sup>th</sup> August would be by 5 newly trained beginners.

20<sup>th</sup> August would be Work Shop Safety by 3 individuals. 3<sup>rd</sup> September would be advised by JC.

17<sup>th</sup> Sept and 1<sup>st</sup> October needs a replacement for CM.

15<sup>th</sup> and 29<sup>th</sup> October to be advised by JK.

12<sup>th</sup> November would be Box and Lid. 26<sup>th</sup> Nov would be Bowls.

### **9. XMAS RAFFLE**

JK reported that the raffle is well advanced, with only £33 left.

### **10. FEES FOR NEW MEMBERS**

The full fee would be £40 next year. It was agreed that a reduced fee of £20 would apply to new members joining the Club after 6 months had elapsed. Fees would be waived for members joining with less than 2 months remaining.

### **11. RESIGNATIONS and CO-OPTION**

David Hay and David Hutcheson have resigned from the Committee for personal reasons.

Errol Levings would temporarily replace David Hutcheson and EL was unanimously co-opted onto the Committee.

### **12. AOCB**

A list of all members and their current competition category was handed to DS.

It was agreed that an unlimited number of items could be entered by each member into each competition.

At least 3 places for new members were currently available.

### **NEXT MEETING**

28<sup>th</sup> November 2019 starting at 5.30pm.