

HIGHLAND WOODTURNING CLUB, Club Premises, Munloch Village Hall

Minutes of COMMITTEE MEETING held Thursday 28th November 2019 at 5pm in the Club Premises.

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

17th October 2019. Approved as being correct. Proposed by JK, seconded CS.

4. **TREASURER'S REPORT**

CS handed out copies of a statement of latest financial position to 28/11/19.

- a) John Ruickbie reported that costs for electrical equipment were currently at £323.28. This is well below the agreed approved expenditure. AM and the whole Committee expressed their appreciation of all John's work and efforts. The Club is extremely grateful for everything he has done with the H&S policies, H&S documents, club premises and equipment. He has saved the Club a considerable amount of money.
- b) Jim Kelman reported that a previous member - Frank Albers was not in good health and his stock of wood has been purchased by the club at £200. This wood will be used in the club meeting raffles. All the Committee agreed.

5. **MATTERS ARISING**

Using the 'to do list' circulated by e-mail to all the Committee

- 1) Provide stands for extractor hose by each lathe – David Line has completed one which was trialled last meeting and is progressing the remaining ones.
- 2) Clarify if storage of solvents in a metal trunk is sufficient – storage confirmed by JR as being OK
- 3) Provide a sharps disposal facility – GP to source a flip top bin.
- 4) Decide if Club to provide dust masks, shields or ear defenders – it was agreed that masks were to be provided by each individual member, 2 shields were available and were provided by the Club and ear defenders to be provided by each individual member - but a box to be obtained by JK and made available to Members by the Club.
- 5) First aiders, identify and post. - It was agreed that the 3 existing first aiders (Mark Sutton, David MacGruer and John Cheadle) needed to be boosted by another 3, making a total of 6. Members to be asked to put names forward.
- 6) Eating and drinking in the workshop. - Following feedback from all members on the new H&S rules – where the vast majority of rules have been accepted without comment – only this rule needs to be amended to allow for a practical and common sense approach. A proposed amendment to this H&S rule was circulated, discussed and approved. GP to incorporate in the H&S rules, AM to approve and the amended rules to be posted at the Club and on website.
- 7) Display Fire and Evacuation procedure. - Assembly area to be the carpark. JR to organise.
- 8) Provide a DO NOT USE sign (maybe generic sign to apply to any defective equipment?) AM to copy to GP and a laminated generic version to be made available at the Club.
- 9) Provide push sticks and side blocks. - Ongoing. There are some sticks already available. Will be a subject of a JR managed regular Club meeting.
- 10) Signage etc for low door. - JR to organise for each side of the door. Yellow/black chevron tape to be considered.
- 11) Fit fillet to bottom of ramp and handrail to one side. - An estimate and detail obtained by Bill Munro was tabled. Approved at a cost of £112. Bill Munro will fit.

HIGHLAND WOODTURNING CLUB, Club Premises, Munloch Village Hall

- 12) Move magazines into the back room, out of passageway. - JC to organise shelves and disposal of obsolete material.
- 13) Provide emergency lighting to workshop, back room and door. - JR has completed with PL's help. JR has fixed lights inside the Club rooms and externally. A record of testing has been completed. One more to be fitted in back room next week.
- 14) Clean and tidy needed throughout – JC has disposed of 12 bags of material from the Office. 2 obsolete extinguishers have been dumped. Old lathe lights to be disposed of. A large black case to be offered to members. Wood store still needs sorting – JC and JK to sort out with JR providing bandsawing. JK to obtain 4 more store keys.
- 15) Remove unconnected cable- JR to complete soon.
- 16) provide dust extraction to sharpening area – JK will speak to MacGregors and source a suitable extractor which may also accommodate the sanding machine dust. For approval at next meeting.
- 17) Upgrade the safety screens and improve stability – DH to look into upgrading. They need not all be done at once. Wire mesh (1" mesh - EL) to be considered.
- 18) Provide Emergency Stop buttons – done - AM to highlight to Members. JR demonstrated at the following Club meeting. The stop buttons will isolate all moving equipment.
- 19) Club to supply PPE etc, eg masks, ear plugs or face shields. - see previous item 4
- 20) Provide blank certificates and a register for bandsaw, sharpening and sanding – GP to organise, possibly A5 size. Certificates already made up.
- 21) Document the instruction and an assessment of each member before they are allowed to use lathes – agreed – GP to organise a record of the assessment of all new members. GP to alter the Application for Membership form to incorporate an indication of the new members experience.

6. TRAINING CERTIFICATION

Training involves DH, EL, JR, and David Hutcheson. Training of new members needs to decide at what stage each new member is adequately trained so to be safe on the use of the Club's equipment. AWGB training to be considered for the trainers. A DVD or AWGB trainer may be available. JR to progress.

7. JOINING THE CLUB, INDUCTION AND COMPETENCE

AM considered that the Club had made great strides in the right direction. A half hour Induction by JR (safety rep) of new members and an assessment of new members by the trainers was necessary before the new members could use any Club equipment.

8. MAXIMUM CAPACITY OF THE CLUB ROOMS

GP proposed a limit of 50 people based on about 5 people per lathe station, 2 at bandsaw, 2 at sharpening, 3 at desk, 15 in back room. GP to check previous numbers over the last 12 months and report back to Committee.

NEXT MEETINGS

23rd January 2020,

AGM 6th February at 6.45pm**, Saturday 8th February 10am – following the AGM**,

16th April, 11th June, 6th August, 1st October, 26th November

All meetings are scheduled for Thursday at 5.30pm except for the AGM and the Committee meeting immediately following the AGM which are marked **