



Meeting of Board of Trustees 3rd April 2025 : 5.30pm

Minutes

Present:

Nick Simpson, Keith Brown, David Hobson, Alan Smith, Marco Baglioni, Bob Bull, Susan Drew, Errol Levings, Barry Cumming, Alan Geddes (guest)

1. Welcome and Apologies.
2. Matters Arising from previous meetings.

Action	Detail	People	Time scale	Progress Completed On agenda Ongoing
1.1	Simple job descriptions for Chair, Treasurer and Secretary	Nick and Bob	For April meeting	On agenda
1.2	Recruit someone to help D L with cameras.	Dave Hobson		BC agreed to help
1.3	Inventory update/ serial numbers/ photo's etc	Marco and Keith		Ongoing
1.4	Set up club email addresses	Nick and Phil		Completed
1.5	Drop Box- set up wider board members access as Read Only	Nick		On agenda
1.6	Data Protection 'statement'	Bob	For April meeting	Completed
1.7	Risk Assessment and Safe working	Keith	Some to meeting in April	Ongoing
1.8	Set up a sub group about website and social media.	Nick	Ask for member interest in the coming weeks	On agenda

1.9	Ask PM for info about structure of website	Nick		Completed
1.10	Organise a team to identify and clear out junk. Organise a "clean" by members	Barry, Alan and Sue		Completed
1.11	Arrange purchase and installation of some wall heaters. Talk to John Ruickbie	Nick		Ongoing
1.12	Ascertain delivery time for pads for defib.. Find weblink for training video Share Video link from Manufacturer	Keith Bob		Ongoing Completed

3. Chairs report.

NS reflected on the last few weeks and felt that the tidy up day was very successful, and was grateful for BC and the others who had helped. BC suggested that we would have a further day to look at the workshop space.

NS also reported that the session with John Ruickbie and members of the Black Isle Men's shed at Munloch Primary School on the theme of bowls- related to their Pict topic had been very successful. He was waiting for some pictures we hope to use on the website. NS was keen to build on this kind of work community involvement.

4. Treasurers report including membership and Bank account update.

Progress towards opening the new account was still underway. Ness Accounting Services had agreed to write a letter to the banks confirming the full names and details of all the trustees as requested. Marco was collating the information to pass on to them. The board passed on their thanks to them for agreeing to write this letter for us at no cost.

The financial report had been previously circulated by the treasurer. AG as previous treasurer and signatory to the current bank account, pointed out that there were a couple of figures omitted: approx. £403 for the annual insurance, a new monthly account charge and the monthly payment to HC for refuse

5. Secretary's report

BB had no report, but said that he would welcome any comment criticism about the way he was undertaking the role and the form of the minutes.

6. Health and Safety

KB told us that he is intending to do the Risk Assessments and inventory at the same time and would agree a date to meet the treasurer in the building to do this. NS queried the fact we seemed to have some machines that we did not use, and were not trained to use, and whether we should have them in the workshop. NO action was suggested other than to raise awareness of this.

7. Training /Competitions

There have been 11 training sessions with £90.00 in fees since February. NS pointed out that DH was now running the competitions. For training sessions some people had asked if they could pay on line for those sessions so wondered if we might consider a card reader. No action to be taken at this time.

8. (1.1) Job descriptions . Approval required

Everyone was happy, though NS pointed out that we did not need to appoint a Deputy Chair on a permanent basis as the other officers deputised when necessary. However a Deputy could be appointed for any purpose we identify in the future.

9. (1.5) Drop Box. Access

BB told the meeting that the Dropbox was not what he thought it was. It is not being used as a repository of the current latest documents, but is more of an unindexed archive. It does seem that the most recent documents are most reliably found on the website or on individual officer's PC's. It also seems that there is only one log in to the Drop Box, and so the idea of some people being able to access the files on a read only basis was not going to work. BB also told the meeting that he didn't feel he wanted to take a great deal of time resolving all this. It was agreed that any documents should be sent to the Secretary and he would try to archive them on Drop box, but would also make sure that any new secretary received the information from his own PC in the future.

10. (1.8) Future of HWC social media & Website communications

Alec Mutch had reiterated that he would stop posting stuff at the end of April. BB would ask AM to turn off the Facebook page at the end of April. So far we had not found anyone to take these things on. In the meantime BB was okay to post things to the site, but not with the detail that AM had included

11. Consideration of 6pm opening for social purposes ahead of the club meeting . Also other possible open sessions.

NS proposed that the clubhouse be open from 6pm to try to create a social side to meetings. It was agreed that the 6pm sessions could start immediately- but not when there is a board meeting.

12. Mens shed update.

An email had been circulated from the Black Isle Mens shed saying they were keen to pursue cooperation with HWTC over the conversion of the underfloor space in the hall for their purposes. Though ultimately this is a matter between the landlord and the Mens shed, we were happy to be involved in talking about this, and that as requested BB and NS and JR would accept an invitation to discuss on 22nd April at 11am. There was a discussion about whether this might have implications for the informal agreement we have with the hall. In principle we felt that cooperation with the Mens shed feels a positive direction to take.

13. AOCB

- A. Open day. It was suggested and agreed that we do not have one this year as our membership was only 1 short of its capacity. 2026 is the 20th anniversary of the first meeting of HWTC and it was agreed that next year would be a good time for an open day and celebration.
- B. Mail. MB asked what our mailing address was? BB agreed to see if there is a letter box at the hall.

Action Plan

Action	Detail	People	Time scale	Progress Completed On agenda Ongoing
1.3	Inventory update/ serial numbers/ photo's etc	MB and KB		Ongoing
1.7	Risk Assessment and Safe working	KB	Some to meeting in April	Ongoing
1.12	Ascertain delivery time for pads for defib.. Find weblink for training video	KB		Ongoing
2.1	Tidy up session for the workshop	BC		
2.2	Secretary to try to tidy up Drop Box by creating an Archive of old files.	BB	Next meeting	
2.3	Bob discussed with Alec that he would turn off the Facebook page at the end of April , and would ask to have his log in to the website removed	BB	End of April	
2.4	Inform members of 6pm opening	BB	Before next members	

			evening (April 17 th)	
2.5	Attend Mens shed meeting. 11am 22 nd April	NS BB JR	22 nd April	
2.6	Is there a mail box at Munlochy Hall	BB	Next board meeting	