

Minutes of COMMITTEE MEETING held at Munloch on Thursday 23rd May 2024 at 5.30pm

1. WELCOME to Meeting

Present :- Alec Mutch, Alan Smith, Geoff Potter, Susan Drew, David Hobson, Nick Simpson, John Ruickbie, Alan Geddes, Barry Cumming, Keith Brown

APOLOGIES: - David Line

2. MATTERS ARISING

GP advised that the Minutes of the last meeting 9/5/24 had been approved and would be uploaded to the HWC website soon. There were no matters arising.

3. SECRETARY's REPORT

GP reported that the membership still stood at 38.

4. TREASURER's REPORT

AG presented a Monthly Analysis (see attached below) to 23 May 2024.

A decision on Defibrillator was deferred for the time being until future Club expenditure was clarified.

It was noted that the electricity charges had now been paid for the whole year. JR would investigate whether the agreement to pay the electricity charges using the Hall's reduced rate was still the most economical.

5. MAINTENANCE REPORT

JR advised that there was little maintenance to report.

It was confirmed that SD would obtain 1 sheet of poly carbonate. The maintenance team to obtain the necessary timber and fittings in order to raise and renew the screens – which was considered to be urgent.

NS proposed that a register be kept of the lathes and equipment which would be used to log and advise of any necessary maintenance required. It was agreed that one of the white boards would be used for this purpose.

A maintenance party was agreed for next Thursday 30th May at 7pm. An email to be circulated to whole Committee.

6. SAFETY & FIRST AID REPORT

KB had produced an initial Risk Assessment – see attached. KB would work on the draft and then KB to forward to GP for distribution to the Committee for comments. It was proposed that there would be Risk Assessments for the lathe, band saw and perhaps two other Risk Assessments for the remaining equipment. The draft was accepted by all as being a good first step.

7. TRAINING REPORT

Nothing to report.

8. COMPETITION REPORT

NS wondered if the number of entries would have increased following the recent demonstration of the Competition items. Tonight's Competition entries would show if it had.

9. OPEN DAY 10th AUGUST 2024

JR advised the Men's Shed would probably take a table but Black Isle Brewery had declined as the premises were not licenced. Further contacts were possibly the BI repair cafe and the Model Railway Club.

A copy of the free Spotlight magazine was circulated, costs of advertising to be investigated. AM had produced a draft entry suitable for the magazine and suggested this may boost membership of the HWC.

HIGHLAND WOODTURNERS CLUB, Club Premises, Munlochy Village Hall

A meeting was proposed for Thursday 7pm 30th May to manage the organisation required for the Open Day.

It was agreed that 2 lathes would be used for the proposed demonstrations.

10. MEMBERSHIP BOOKLET

AM tabled a copy of an old Membership Booklet obtained from Errol. It was agreed that an updated booklet would be desirable. AM requested that everyone look at it and come forward with comments/proposals at the next meeting in 8 weeks time.

11. SCIO

JR stated that he was uneasy with the current Club's status and possible liabilities particularly for Committee Members. It was accepted by all that the Club becoming an SCIO would be investigated as this would limit those liabilities.

GP advised that if the Club's objectives and aims were refined along with a new Club Constitution then an application to OSCR would likely be successful. AM had a draft copy of a Men's Shed Constitution which he would forward to GP. GP would investigate SCIO status further.

12. AOCB

None

MEETING FINISHED 6.45pm

Next meetings 18th July, 19th Sept, 14th Nov 2024 at 5.30pm unless notified otherwise.

Monthly Analysis to 23 May 2024

Opening Bank Balance 31st December 2023		£1,678.74
Income to date		
Subscriptions	£1,605.00	
Training	£0.00	
Raffle	£360.00	
Xmas raffle	£0.00	
Teas	£41.00	
Donations	£15.00	
Sales		
Library loans		
Total income to date		£2,021.00
Expenditure to date		
Hall Rent	£700.00	
Hall Electricity <i>← 1 year</i>	£298.24	
Highland Council Waste collection	£63.24	
Subscriptions AWGB	£48.00	
Insurance	£380.76	
Website	£100.64	
Equipment Jet lathe parts	£80.39	
Materials	£16.98	
Other	£12.00	
Xmas raffle prizes	£0.00	
Total expenditure to date		£1,700.25
Closing bank balance as at 23 May 2024		£1,999.49

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Draft Risk Assessment by KB

Hazard	At Risk	Probability	Severity	Score	Control Measures	Actions required
Struck by objects ejecting from machine/ Timber workpiece	Operator, member, Guests	3	3	9	Operator to wear Full Face shield when operating Lathe. Lathe to be placed behind safety screen. Observers must not lean on or over the top of screen. Only lathe operator allowed behind machine and safety screen. Check all work pieces and machine parts are tightened/ secured before switching lathe on No loose clothing or Jewellery to be worn whilst operating machine. Ensure long hair tied back. Ensure work area kept tidy. Keep all work pieces at shelf height. Keep floor clear of sawdust / shavings. Clear up after completing task. Ensure hands are kept well clear of any protruding revolving timbers. Ensure any clamping aids (eg Jubilee clips) have short exposed section	All member to read Club Safety rules and Handbook
Drawing in / Entanglement Due to high speed revolving machine parts	Operator	3	3	9		
Slips/Trips/falls	Operator, member, Guests	3	2	6		
Struck by work piece revolving in machine	Operator	2	2	4		
Electrocution	Operator	1	5	5	Operator to check machine before operating. Do not use machine if any loose/worn cables. Check PAT status	Report any damage to Committee member
Dust	Operator, member, Guests	2	2	4	Operator to use extraction system whilst sanding workpiece. Respirator/ Face mask to be worn.	
Injury/ Laceration caused to operator by distraction	Operator	2	2	4	Observers must not talk to operator whilst Lathe in motion. Operator to switch Lathe off if distracted	
Laceration from sharp tools	Operator	2	2	4	Ensure all sharp tools are stored correctly to prevent catching or falling onto limbs	
Manual handling	Operator	1	2	2	Use correct Manual handling techniques when lifting heavy timber section onto lathe.	