

# 2025-06-09 AGM Agenda

1. Election of Trustees
  - a. Chair
  - b. Treasurer
  - c. Secretary
2. Finances
  - a. [Recap from Gav](#)
    - i. Including breakdown of the service charge?
3. Does everyone agree that the new/updated policies/procedures from the last year are fit for purpose? (Raised by Ruth, I'm hoping this is just a quick checkbox exercise.)
  - a. [The pets policy](#)
  - b. [The revised tool borrowing policy](#)
  - c. [The commercial use policy](#)
  - d. The content warning section of the [code of conduct](#)
  - e. [The Member data handling procedure page](#)
4. New space: where we are vs where we thought we'd be
  - a. Short [report/summary](#) presented by Lissa
5. Building Management
  - a. Methods of contacting Landlord
  - b. Bins
  - c. Bathrooms - cleaning, loo roll, soap, bins
  - d. Plumbing
6. Codifying frequent purchase exceptions to the purchasing policy
7. AOB
  - a. Notion of hiring the cupboard
  - b. Reorganising R1 storage (*long long shelf~ 🎵🎵*)

## Minutes

In attendance:

Ruth - Ruth Winkless

Nat - Nat Lasseter

Claire - Claire Hinton

John R -

Lissa - Melissa Moriarty

Alyx - Alyx Bruno-Bamford

Danny -

Gav -

Sarah -

Joseph (remotely)

Summary of significant actions:

| Action                                                      | Actor    | Done? |
|-------------------------------------------------------------|----------|-------|
| Draft new flyer (with assistance)                           | Lissa    |       |
| Write <a href="#">storage policy</a>                        | Ruth     | Y     |
| Coordinate sorting aircon (all hackers to assist with work) | Gav      |       |
| Meet with landlords RE bins, cleaning, service charge       | Trustees |       |
| Write pre-auth rules into purchase policy                   | Lissa    | Y     |
| Draw out plans for room 1 rearrangement                     | Danny    |       |

These minutes are paraphrased.

“

Nat said hi

## 1. Election of trustees

Current trustees are Nat - Chair, Ruth - Secretary, Gav - Treasurer

Everyone unanimously voted in favour of Nat remaining Chair, Gav remaining Treasurer and Ruth remaining Secretary

## 2. Finances

Gav: we're doing ok.

Last year we had increase by £1000, membership from 22 to 36 people (sept - sept).

We average 32-38 members

£622 to £1006

Average income per member has dropped insignificantly

Rent has doubled as we moved

Insurance has more than doubled

Electricity is about the same as it was ~£100/mo

Avg outgoings £1013 on essentials - rent, insurance, electricity. Income £1006 at end of financial year. Today bringing in £972/mo - still losing money very slightly.

Tuck shop too £3333, spent £2752, £581 up - ~17% profit (expected)

We're spending quite a lot on stock - lathe parts, consumables etc. Estimating we're down ~£50 per month.

We anticipate losing some student members over the summer as we usually do.

Might want to think about how we can get more members.

We don't yet have anything about any adjustment to the service charge.

**Action: Lissa to draft a new flyer with assistance**

Nat approved the accounts

### 3. New policies

Noone has issues about the policies.

Potential allergy issue with pets policy, clarify if it becomes relevant

**Action: Write storage policy including guidance for how to approach people not storing things in line with it. -Ruth**

**Action: remove “this will be confirmed at AGM” text from policies - Ruth**

### 4. New space

Lissa presents document: this is a good time to look at how the move went.

Most out-of-space stuff is good/expected

The aircon needs installing in room 2 (there have been a lot of complications with this so delay understandable) but would be good before winter

**Action: sort Aircon before the winter - Gav to coordinate time, all hackers need to help out**

Toilets: many issues presented.

Bins: current situation is not ideal

Joseph notes that it will soon be a requirement for us to recycle (new legislation).

Some things better than expected.

We need to reach out to the Landlord about clarity for this

### 5. Building management

As a hackspace, if we need to contact the landlord, it goes via Gav and it then might get sorted; can someone just email someone about things?

Ruth (assume all trustees?) can contact Sarah directly.

Sarah and Mike are both our landlords. Physical stuff, talk to Mike, service stuff talk to Sarah, but can contact either.

The waste management arrangements are a bit chaotic. We need to negotiate something more orderly.

Claire has quotes. Biffa collecting 100L waste + 100L recycling per fortnight - works out ~£36/month. Conveniently one of the collections is Thursday morning - other is Friday.

Ideal situation is: we ask the landlord what they're charging for bins and ask them to take it off the bill and get a Biffa subscription

**Action: Trustees to meet with landlords to discuss the waste collection and service charge (and plumbing)**

## 6. Purchase Exemptions

There are a few regular purchases where we spend “maximum allowed below small purchase amount”. An example was WD-40 (buy a couple of cans, or buy a massive bottle over the purchase limit). Seems sensible to have a policy for restocking. We should have a list of “stocked items” which authorises inventory purchases - certain items from certain places.

Links for exact places and items to buy, and upper limit. This should be kept on the Purchasing Policy page.

Perhaps a “higher limit” or a sense that more thought needs to go into a more expensive

Noted that sometimes people aren’t fully considering what we need as a space under the small purchase policy. We should perhaps be being more thorough, the purchasing policy is not really helping us save money right now. We should ensure people understand that “best value for money” is the aim.

Adding things to “the list” should go through the normal purchasing policy, but once it has it can then be repeat-bought - it must be labelled as seeking “pre-approved” status.

**Action: add the pre-authorisation rule to the purchasing policy - Lissa**

## 7. AOB

Cupboard rent: we could put infrequently used stuff more out of the way for about £50 a month

- People aren’t convinced that this is sufficiently useful
- People are concerned that we’d be “hiding crap”
- Some people might be willing to pay a little more
- It’s a good thing to bear in mind if we *need* overstock space

A garden lean-to outdoor shed cupboard type thing was mentioned as a potential option.

**Offline - talk about an outdoor storage box elsewhere**

Room 1 shelves are too deep and have stuff that doesn’t get touched: can it be moved and made thinner, and that makes the 3D print/laser section.

**Action: draw out the new plans to see if we actually get more space - Danny**