

LANCASTER MENS HUB (LMH)

NOTES OF PLANNING COMMITTEE MEETING (focus on operations)

DATE: 25 NOVEMBER 2025

Venue: The Studio

Present: Mark (MR) Chair, Chris (CE*) (Secretary), Ian (IL*), David (DS*), Ken (KJ), Hari G (HG), John W (JW). (*Candidate trustees).

Apologies: Simon (SS)

SUBJECT	ITEM	Decision / Item/Action	By whom
Governance	Not raised		All
Finance and fundraising	Not raised		All
Compliance Responsibilities	INFORMATION	Some concern was expressed about our management of private information relating to the membership. This is a legal duty on Trustees to ensure appropriate controls are in place, and we cannot say with conviction that we still have that. This does not reflect on the excellent work that has been done for us by Nick J; just that his formal authority to act on behalf of trustees has not been assigned, and this creates risk for LMH. So, action is required: The planned meeting with Nick is expected to be arranged soon. CE to write to Nick to ask him to pass his access details to the app to DS. [Secretaries note: this was overtaken by events]. DS will then review it and report to Trustees, then PC. CE to clarify what our legal position is regarding allowing access to all Trustees. Nick is not to be excluded, but there may be a temporary hiatus.	All CE CE

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	INFORMATION	The workshop committee have introduced new record form for personal details of workshop users and records of their training and competencies. This will be kept in hard copy which will be kept private to meet the requirements of the Information Commissioners Office (ICO).	DS JW
		CE to visit next week to finish the risk assessment for the workshop. [Secretaries note: this is still pending]	
LMH Operations	ACTION	Concern was expressed for our Interim Finance Officer. He has expressed the feeling of being overburdened. It was agreed that we should try to support him more.	All
	ACTION	Xmas do –Tuesday December 16, in the Studio. Contributions valued at £125 with Gift Aid have been pledged. It was noted that some shopping could be bought at Iceland who have an Over-60 discount scheme on Tuesdays. It was agreed that we would provide 36 tickets plus 7 people helping. Tickets: these will be sold at £3 per ticket; donations will be welcome as usual. The event will run 1800-2100; John Strivens has offered music from his Cornerstone Group; The seven involved will discuss details later.	CE JS
	ACTION	Boxing Day – The Englefields (x4) will staff it, plus perhaps Bob and John F. It will be held in The Studio. The offer will be limited to tea, coffee, mince pies;	CE
	ACTION	Over rest of Xmas: Monday 29 th Hari happy to open The Studio with help from IL. He will also offer to open on Saturday 27 th 1100 to 1700. Both events will be for members only. Warm space funding is for Monday to Wednesday. Need to check with RK what our obligations are for the Xmas period.	HG
	ACTION	Following a request for support from John S at the Christ Church Tree Festival , the Workshop team agreed to attend as a team ; DS to talk to JS. Esels from Studio might be used for our “blurb” describing who we are and what we do. JS will write this.	DS
	ACTION	John S will restart the Newsletter. However, he no longer has a list of emails of external organisations that should receive it. Everyone to contribute emails for external organisations.	All
	ACTION	Confusion was expressed about what activities we are still sustaining. Trustees to review all activities and make a decision about their futures.	Trustees
	ACTION	Fayres – we need to manage better. LMH representation of LMH at Fayres etc should be properly staffed; we cannot leave just one or two people on their own all day. Also we should	All

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		not try to do two in one day; Fayres should be selected that are likely to be fruitful for us. Attendees should not be unsupported and solo attendance is not appropriate, (e.g. toilet breaks, and just the principle – we are supposed to be working shoulder –to-shoulder). It was noted that sometimes remote sales can bring quite high value returns. It was agreed that we need a suitable number of LMH people as a team (including a PC member) at every fayre; if we can't raise those numbers in the planning phase, it was agreed that we won't attend.	
	INFORMATION	Workshop have concluded that as they cannot guarantee that they could fit the new studio doors in one day, the task has been passed back to St Ts with thanks for the opportunity (even though we can't accept it).	All
	INFORMATION	LDCVS have asked for us to make up to 4 benches –“ Hope Benches” for Lancaster, Morecambe and Carnforth plus one other. Work is to start in January.	All
	INFORMATION	Move of laser to The Studio – it was agreed that this is a good idea, but the need to not hinder small group activities was noted. Once installed, the aim is to teach our members and others how to use this and the 3D printer.	
	INFORMATION	DS reported that the workshop has created benches with royalty free images of an owl created by ChatGPT; these have been successfully laser engraved onto pallet wood, which makes them very low cost. These can be sold at craft fairs with a good profit margin. Workshop has started working on membership badges made by laser engraver.	Workshop
Communications	ACTION	John S needs content for the newsletter. He will edit content, but not generate it. All activity leaders are asked to send John S regular updates (including photos) so that a regular Newsletter can be produced. Announcements can be included where appropriate.	All
	ACTION	The LMH website already addresses regular events; it can be enhanced so that it can also include one-offs like fayres, external speakers etc. But again, information needs to flow, this time to DS	All
	ACTION	CE to send DS the LMH logo for use of the website	CE
	ACTION	Following discussion, it was agreed our internal comms need to be improved, to reach those who do not use WhatsApp.	All, led by trustees
	ACTION	We must also develop our internal comms – it's not just about drafting things by a group, it is about understanding who needs to be aware of the thinking that is going into the planning.	All

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	ACTION	It was agreed that it would be useful if a few copies of the Newsletter were to be available (2 or 3 copies at each of our locations), each time that one was published.	JS
	ACTION	Walking football just had their first game in two months due to previous lack of numbers. It was suggested that Aftab could increase involvement by putting an advert in the Guardian to recruit external players so that our members don't miss out so frequently on this important physical activity opportunity.	AG
	ACTION	Trustee control of our social media needs to be updated. MR to write to DM and NA regarding top level permissions for WhatsApp and FB.	MR
	ACTION	DS asked for biogs and photos of new trustees. CE to photograph IL, CE and JN for website	CE
	ACTION	Communications with St Ts: JN has taken the liaison role from RK with St Ts.	JN
DONM of Planning Committee		January 06 2026 at The Studio 1400h	All