

MRALGA
 Agenda
 Monthly Trustees Meeting Wednesday 6th April 2024
6.30 pm

**Attendees: Maria Moon,(MM)David Osborn(DO) Carol andrew(CA)
 Mark Moore(MME) Garry Black(GB) Alhaj Yasmin(AY) Dave
 Moon(DM)**

Agenda item	Action
1 Welcome by Chair Hello welcome all thank-you for attending the meeting,	
2 Minutes of previous meeting and matters arising Agreed	
3 Chairs report Plot inspection will start shortly,	
4 Secretary`s report There was really nothing to report back apart from sending a few letters out to tenants. These problems were solved by sending out letters.	
5 . Treasurers report – Treasurer report for 6.4.24 trustees meeting The treasurers laptop was available at the meeting Site income to date:£13588 Easter event Raffle £60 (cost£50) and refreshments £73 minus costs of ongoing stock Since last meeting we have purchased and installed a new noticeboard Also Maintenance parts for mains water supply, wheelbarrow wheels, and Churchills fire inspection. Catering supplies. Growell`s for shop,. Repairs to shed at rear of huts . New Show and Plant Sale banners. Apart from ongoing maintenance, shop , administration costs and catering supplies Pending costs are new larger lawnmower New kitchen floor New welcome notice for the gate as it is fading. The noticeboard needs a clean and a screw and bolt at bottom right hand corner. New pedestrian gate plan of works. Repairs to main track I would like approval to purchase a sump up solo with printer card machine, cost £166.80. This is a newer machine and should be of benefit for us at the plant sale.	

<p>As agreed I replied to the notice received from Bedford Borough planning regarding the school extension within their grounds and to date no response.</p> <p>Catering We still need volunteers to support on Saturdays. I am unable to bake at home at the moment. Thanks to Anne and Rachel who bake and additional bakers would be very welcome.</p> <p>A.O.B. 2) Add to monthly management list our responsibility to check our boundary, communal areas and facilities for damage ? general wear or need for cleaning/maintenance We all need to take responsibility . Thursday the bin next to external hand wash was overflowing because everyone had thought someone else would do it!</p> <p>3) I have been looking at our Articles of memorandum and feel very strongly that we need to add to: The appointment of trustees Suggest 16 (a) signed by two members The nominee should complete an application form detailing their experience and skill set. (we already do this, however in bold needs adding). The form also to include the following. (e) They are able to identify that they are able to commit time and energy to attend meetings , events (including preparations) and be “hands on” with their essential duties as a trustee. This means they should be aware of their responsibilities and duties and how much time they will need to give. above two lines are from Charity commission guidance “ the essential trustee are what you need to know” The trustees plot should also comply with the current plot inspection policy. This includes Co Tenant who wish to be a Trustee.</p> <p>We will need to present this as a proposal at our next AGM. If successful we will need to submit the amendments to Companies house and Charity commission. Next newsletter target date? Suggest add reminders about care of chickens and please ensure you let us know and contact detail changes including emergency phone numbers</p>	
<p>6 Health & Safety COSHH up to date Plant sale Risk assessment needs to updated near the time.</p>	
<p>7 MRALGA Log book update since last meeting Nothing to report</p>	

8	Maintenance Plan of works moving forward and projects discussed. Bedford brought mower hire before plant sale	
9	Security Report – Cameras checked weekly Scrap man	
10	Plots – DO We have recently completed a site plot inspection we have no plots, to allocate but have a 20 waiting list. The reason we only just completed a plot inspection is owing to the inclement weather.	
11	Events and publicity report We have just run, a children's daffodil competition and we be running a event meeting to discuss the plant sale.	
12	Shop report Shop doing well. Ordering more stock due the increase of new tenant's and members using shop	
13	Creature control	
14	. Community payback work – Log sheet	
15	A.O.B Date if next meeting: 03 ^h June	