

MRALGA  
 Monthly Trustees Meeting Monday 3<sup>rd</sup> June 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)  
 Rob Hunter (RH)**

Agenda item	Action
<p>1 <b>Welcome by Chair and report</b>            Maria welcome all thank-you for attending the meeting, also welcome to Tracy and Chris who are interested in becoming trustees. Chair and treasurer explained roles, responsibilities, hours and days needed. Rob Hunter was co-opted as a Trustee to support with animal welfare, and maintenance. All agreed</p>	
<p>2 <b>Minutes of previous meeting and matters arising</b>            Agreed and signed</p>	
<p>3 <b>Chair's report</b>            As above</p>	
<p>4 <b>Secretary`s report</b>             Letters all updated however more letters need to be written and sent out. CA has also supported with Secretary role.</p>	
<p>5 <b>4. Treasurer's report</b>            Treasurer`s laptop available at the meeting            Plant sale weekend receipts were: Shop £1233.73, Catering &amp; BBQ £366.20, Plants £4044.50 Plants to <u>date of report emailed</u> £4808.            Purchases required since our last meeting agreed by What's App are: catering supplies for plant sale, ties for marquee, Growells, ink cartridges.            I have set aside £1500 for next year's plant sale.            Replacement cooker needed and all agreed to purchase            Main track work completed and paid for. Please can we plan for the tractor hirer to infill holes on other tracks. B.B.C. After discussion CA to email asking for work to be done later in the year. Mower hirer pending invoice for May. Purchase mower as previously agreed            There has been an informal decision to build a planter at the front of the marquee area. Budget £600? All agreed            We used CER Groundworks in 2022 for the concrete ramps. If we need to concrete in the new gates and posts.            Costs for this year's Show need to be looked at by the events team            We need to think about future site projects. Solar panels to be researched            As we prepare invoices for collection ready for the show, we need to start printing in July.            We agreed the additions to tenancy as agreed at AGM.  <b>Tenants should work their plots within the hours of dawn till dusk</b>  <b>Bonfire permitted months are the first full weekend of January, February, March, April May, October, November and December.</b>  <b>Also:</b>  <b>From 2024 a maximum of 3 fruiting trees per plot. Dwarf root stock and must not be planted at the edge of plots.</b>  <b>Add to structures. Total size of shed/s on each plot no larger than 24cubic metres.</b></p>	<p><b>CA</b>   <b>CA/DM</b>   <b>DM</b>    <b>Events team</b>  <b>DM</b></p>

	<p>Measurements are in our Lease. All agreed          Could we include a copy of bonfire calendar with invoice? Ask Cecelia. Also, summer newsletter.          In August we will then need to print AGM invitation letter and the invoice run.          Please note that My husband continues to manage the website and will continue to support with the invoice run, it's not a simple task careful management of the Database and excel formula`s need to be maintained for the system to work. Also has taken on the additional task of updating the site map.          Eastern NAS meeting here on 29<sup>th</sup> June. I have asked for RSVP so I should no numbers the week before. I will organise lunch and NAS will pay for this. Tearoom to be closed for the meeting. It would be good to have a volunteer by the door for attendance sheet and explain that meeting is closed. I presume Maria and David will attend the meeting so shop cover will be needed</p>	<p><b>CA Cecilia</b></p> <p><b>CA&amp; DO</b></p>
6	<p><b>Catering</b>          Rachel has agreed to be volunteer catering lead. CA will continue to purchase supplies. Anne and Rachel are able to cover some Saturdays as well as regular volunteers on Thursdays. Amanda when she is able to. All have food hygiene certificates on display</p>	
7	<p><b>Shop Report</b>          Shop doing well. More stock to be ordered          ! /2 pallet of Peat free compost to be tried          Compost special of 4 for £20 to be implemented from Thursday.</p>	<p><b>MM? /CA</b></p>
8	<p><b>Health &amp; Safety</b>          No health and safety problems at the plant sale. Risk assessment signed          Using Trustee`s cars as barriers at the event worked well to keep the areas safe.          All fire and smoke alarm were tested all working order          Defibrillator 3-month check completed.</p>	
9	<p><b>MRALGA Log book update since last meeting</b>          A Tenants complaint was noted and MM said she will speak to both Tenants</p>	<p><b>MM</b></p>
10	<p><b>Maintenance</b>          Plan of works moving forward and projects discussed. 4 more anchor points need for marquee. Noticeboard by shop to go up          Stock caged completed. More ballcocks needed for mains water system          Old padlock to be kept on the gate. New pedestrian gate arriving this week.Huts internal roof structure to be painted, quote pending          Greenhouse repairs to be completed later in the year.          Paint to be purchased for benches and fence</p>	<p><b>DM</b></p> <p><b>DM</b></p>
11	<p><b>Plots</b>          4 inspection so far this year. NTQ and weed letters written to tenants. 34 on waiting list</p>	<p><b>MM &amp; DO</b></p>
12	<p><b>Monthly Management task list</b>          Reviewed and up to date</p>	
13	<p><b>Security Report –</b>          Cameras checked weekly.</p>	<p><b>MME</b></p>
14	<p><b>. Community payback work</b>          Nothing to report</p>	
15	<p><b>Events</b></p>	

	Plant sale a great success and thanks to everyone who helped and supported	
16	<b>A.O.B</b> Tenant who broke key and padlock to be invoiced Letters to be signed by the trustee who has written the letter and also state on behalf of the trustees	<b>CA</b> <b>ALL</b>
17	Date if next meeting: 1 <sup>st</sup> July	