

MRALGA

Monthly Trustees Meeting Monday 3<sup>rd</sup> July 2023  
**6:30pm**

Present: Maria Moon (MM), Carol Andrew (CA), Garry Black (GA), David Moon (DM), David Osbourne (DO), Mark Moore (MMO), Cheryl Brittan (CB)

Apologies: Lisa Muxlow (LM),

Agenda item	Action
<p>1 <b>Welcome by Chair</b> Minutes of previous meeting agreed by all</p>	<p><b>MM</b></p>
<p>2 <b>Chair`s report</b> Chair thanked all the team and volunteers for all their hard work.</p>	<p><b>MM</b></p>
<p>3 <b>Secretary`s report</b></p> <p>Printing of tenancy packs is in hand and the database is as up to date as possible at this time.</p> <p>As requested previously can I please have a date from David and Maria when they are going to decide who is not getting an invoice. Just a reminder that the packs need to be ready to be handed out at the show. Therefore I need as much detail as possible by the 15<sup>th</sup> august so that I then have 2 weeks to put the packs together along with the invoices.</p> <p>MM and Do should be able to provide the information by mid August</p> <p>Please can all show posters and banner be put up as soon as possible. Regards the marquee set up I will have to reschedule the 5<sup>th</sup> July that Cheryl and I were meeting up to go through this. We need to purchase 8 prizes for the children`s entries. I would suggest no more than five pounds as that`s all the adults get.</p> <p>Any emails I have received this month regarding plots have been forwarded to Maria and I have printed and filed accordingly also.</p>	<p><b>LM</b></p> <p><b>MM/DO</b></p> <p><b>CB</b></p> <p><b>CB</b></p>
<p>4 <b>Treasurers Report</b> Laptop with facts and figures available at the meeting.</p>	<p><b>CA</b></p>

<p>Bank and accounts weekly reconciliation completed 27/6/23</p> <p>This month we have purchased:</p> <p>Defibrillator delivery pending</p> <p>We need to pay an electrician to install. Once installed we need to register. Also on line training how to use. Electrician quotes for external supply to rear of huts needed and internal work</p> <p>Recent stock received paid for. Trading hut continues to do well.</p> <p>Till batteries have arrived and plan to set up the battery till in tearoom.</p> <p>Ordered paper and envelopes for administration.</p> <p>Ordered and received more gate keys.</p> <p>25% deposit for two new doors paid. Installation date approximately 18 days from payment , on a Thursday. DM will be contacted.</p> <p>DM confirmed that the doors have been ordered and now waiting installation date.</p> <p>Printer Ink arrived.</p> <p>Plug plants to be ordered from Brookside nursery end of July. DO commented that this may be too later. CA commented suppliers stating end of July. MM commented that another trustee has mentioned Millbrook nurseries and will contact them.</p> <p>New site mobile ?</p> <p>We have received the remaining £400 from Harpur trust which was held back until we submitted a project report for the Woo Woo.</p> <p>CA proposed purchasing a dozen chairs for use at AGM etc. Also seat pads. After discussion it was agreed to purchase new chairs (£187) and 12 seat pads.</p> <p>Ring fence money for track works. Work to be completed later in the year .</p> <p>Tree surgeon work month. DO commented that we need someone to prune and not a tree surgeon and best time Jan/ Feb money to be ring fenced.</p>	<p><b>GB</b></p> <p><b>DM/CA</b></p> <p><b>MM/LM/DO</b></p> <p><b>MM</b></p> <p><b>CA</b></p> <p><b>CA</b></p> <p><b>CA</b></p> <p><b>DO</b></p>
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	<p>Heater for kitchen . We will review and check heaters we already have.</p> <p>Pending reports of roof inspection and future projects to consider and ring fence money moving forward. MM/ DO to speak to Tenant who is a roofer.</p>	<b>MM/DO</b>
<b>5</b>	<p><b>Catering Report</b></p> <p>Thanks to Dave Os for finding another volunteer to help at the show. Please could we ask tenants to donate cakes? We will need a cleaning day the Thursday before.</p> <p>Plot judges lunch 15/7?</p> <p>DM suggested that we look at using industrial floor tile on the floor and a winter project and as some of the kitchen units need replacing we replace at the same time.</p>	<b>CA/CB</b>  <b>ALL</b>  <b>CA</b>
<b>6</b>	<p><b>Shop Report</b></p> <p>Shop continues to be well used by tenants and members.</p> <p>MM thanked DM and Tony for support to label new stock.</p> <p>MM/DM away Saturday 8<sup>th</sup> July.</p> <p>Notice needed : No dogs allowed in the shop.</p>	<b>MM</b>
<b>7</b>	<p><b>Plot report</b></p> <p>1plot available. Weed letters and NTQ letters sent out today. 6 Tenants have stated that they are giving up.</p>	<b>DO/MM</b>
<b>8</b>	<p><b>Health &amp; Safety</b></p> <p>Electrician needed to install defibrillator, double external sockets to green houses and poly tunnel and move internal light switch in tea room to the door exit.</p> <p>Once defibrillator is installed an online training session arranged. The defibrillator also explains how to use it. DM is already trained,</p>	<b>GB</b>
<b>9</b>	<p><b>MRALGA Log book update since last meeting</b></p> <p>Teant reported that they will be away for a month.</p>	<b>MM</b>
<b>10</b>	<p><b>Monthly management list</b></p> <p>PAT testing this month by qualified volunteer</p>	<b>GB and volunteer</b>
<b>11</b>	<p><b>Maintenance</b></p> <p>Parts needed for mains water. Greenhouses to modify and some expenditure.</p> <p>Ride on Mower to be hired from B.B.C</p> <p>4 rose tubs to be moved to carpark border to be planted later in the year once the area has been prepared.</p>	<b>DM&amp; volunteer</b> <b>CA/DM</b>

	A volunteer has offered to tidy the area next to the greenhouses. Petrol and mix needed	<b>DO with volunteer</b> <b>MM/DM</b>
12	<b>Community payback</b> Current service attending 4 more Thursdays. Planned work discussed	<b>MM</b>
13	<b>Security report</b> Police car seen driving around the site	<b>MaM</b>
12	<b>Events</b> Quiz night was very successful. Two to be organised year commencing 2024. <u>Annual show</u> Raffle tombola or any other show expenditure? CB and MM to check. CB to purchase children`s show prizes  Tibbs will have their own Charity stall and possibly a Choir  Tenant volunteer to organise a Foods of the World charity stall. Only a couple of volunteers to manage and others asked to donate. All proceeds to go to our chosen charity this year. The stall is independent of MRALGA and GB will over see and ensure that food is pre prepared and meets H&S requirements and volunteers understand their responsibilities.  Possible excess veg stall at front of site. All agreed MRALGA will donate profits from the sweet trolley. MM and LM to organise.  CA asked if we have enough volunteers for the show to fulfil all of our aspirations. A list of volunteers and allocation of tasks to be organised at next events meeting.	<b>Events team</b>  <b>MM/CB</b> <b>CB</b>  <b>GB</b>  <b>MM/LM</b>  <b>CB</b>
13	<b>A.O.B</b> Plant sale photos needed for Website , please. Purchase of two more trollies for maintenance and shop use NAS eastern region would like to hold a meeting on our site in June 2024. (CA will liaise and support) Nas will pay all costs. Possibility of quarterly BBH recommencing next year and using our facilities. Costs paid by BBH`s	<b>ALL</b> <b>MM/CA</b>
14	<b>Date of next meeting</b> Monday 7 <sup>th</sup> august 6.30pm	<b>ALL</b>