



**Mile Road Allotment & Leisure Gardeners Association**

- Monthly Trustees Meeting

**Monday 1<sup>st</sup> July 6.30pm**

**Members present: Maria Moon (MM) David Osborn (DO) Carol Andrews (CA) Gary Black (GB) Bob Hunter (BH) Dave Moon (DM) Tracey Sharpe (TS)**

Agenda item	Action
<p>1. Welcome by Chair. Apologies: Mark Moore Really positive visit from National Allotment Society (NAS) at the weekend, great feedback on how our allotment site is being run. Thank you everyone. Minutes agreed from last meeting.</p>	MM
<p><b>2. Chair's report</b> Please see above.</p>	MM
<p><b>3. Treasurers report</b> <u>Treasurers report</u> The laptop was available at the meeting. Since the last meeting we have purchased materials for new planter project, lawn mower and water supply materials. As well as stock for shop etc, cleaning supplies. I have paid an estimated water bill of £668, slightly higher than actual. Next bill due in September and this will be an actual bill which will be checked with our own reading taken by Mark.  We need to review the reserves policy section within our Finance policy. and I suggest:  £3500 Tenants key deposits <b>change to £5000 as key deposit</b> increase and more tenants with two keys.  Also Add replacement polytunnel, enviromesh and greenhouses <b>£3000</b> to actual policy wording. As without these we would struggle to have a plant sale.  I will contact our insurers and explain improvements to huts to try and re establish our theft cover. As we had two break ins a few years back we lost our theft cover. If they do not agree I suggest we right into reserves policy the need to keep reserve for stock loss and set figure at <b>£3500</b> or end of year stock evaluation.  I will then move the funds into our reserves bank account if</p>	CA

everyone agrees.

In preparation for the year ahead next years tenancy printed. Next copies of PI policy and bonfire calendar ( I have contacted Cecilia to design) AGM letter to write ( we can adapt last years) then invoice run to be ready for the show.

B.B.C have agreed tractor hirer for track work early September for £240.43. need to use ride on Mower again once or twice?

To pay :for banners altered, Judges thank you gifts. Need raffle donations .Any thing else?

Newsletter printed and emailed out to all members by my husband.

**4. Catering**

We are still in the process of getting a new Cooker, Rachel is dealing with this. Expecting a Health and Hygiene visit sometime, this will be unannounced due to the nature of the visit.

We have progressed from a 3 star rating to 5 stars which if fabulous progress.

<p><b>6. Shop report</b>  Stock doing well.  Compost selling well now its £2 cheaper.  Peat free compost not as popular. Maybe try moving the Peat free in shop to see if it will sell any better being in a different place.  We have low stock of Canes, discussed buying more.</p>	DO MM
<p><b>7. Health and Safety</b>  Alarms have been tested today. (GB)  Green Gas bottles need to be caged.  Defribulator had been reported that it had been used when it hadn't</p>	GB DM
<p><b>8. MRALGA Log Book update since last meeting.</b>  Susan had reported a drone flying over site. All agreed that there is nothing we can do about this.</p>	MM
<p><b>9. Maintenance</b>  Roof has been cleaned since last meeting.  New (second hand) double gates are here, but there is a possibility the new gates are too short?! GB to talk to the gentleman who gave us the new gates .  Discussed using old gates as fencing panels by the Orchard.   The raised bed is 90% complete.   The hand wash heater needs installing.   New electric cooker socket is here and ready to be replaced when the new cooker arrives.  s</p>	GB DM
<p><b>10. Plot report</b>  16 weed letters issued this month. 9 notices to quit.  September is the deadline for anyone who has been given a notice to quit.  We are waiting for some people to confirm giving up their plot.  Anyone who has been issued with a weed letter this year will not be given a second letter next year, they will go straight on to a notice to quit letter.  1 micro plot been allocated.  24 names on the waiting list.</p>	DO MM DM

<p>Plot 294 has been sprayed.</p> <p>Plot 158, idea to resolve issue with trees is to chip the tree and put the chipping in the communal area or another idea is to move the tree to the orchard.</p> <p>2 plots need help with strimming, will talk to Chris a volunteer to help with this.</p> <p>Wednesday 3<sup>rd</sup> July MM and DO to do pre show plot inspection.</p>	
<p><b>10. Maintenance</b> Before September show tidy up the main track.</p>	
<p><b>11. Security report</b> Nothing to report.</p>	
<p><b>12. Animal Welfare.</b> Concern around a Tenant keeping their Chickens in a space that is too small with inadequate light. Action needed is to write a letter to explain the Basic care of Chickens.</p> <p>We need a list of everyone who keeps Chickens.</p> <p>Tenants are responsible for pest control on their own plots.</p> <p>BH to do a Pest control course (focusing on Rats) MRALGA to pay for the course.</p>	<p>BH</p>
<p><b>13. Events</b> Show on 7<sup>th</sup> September, meeting Monday 5<sup>th</sup> August 6.30pm for the Events Committee. We will need 2 people on the Entry gates. 3 Stewards for the Judges. Security for the Marquee. Are we going to have a BBQ? Prize Vouchers are ready.</p>	<p>MM</p>
<p><b>14.A.O.B</b> We have had a problem with tenants emptying IBCs, No Hose Pipes signs now on all IBCs.</p> <p>MM Can anyone bring any fresh produce to support a raffle for the Road Victims Charity Trust? Please donate by this Friday.</p> <p>Our Lease is up for renewal in November, shall we go for a 7 or 25 year renewal? All agreed we should go for 25 years. Building Lease needs to</p>	<p>MM GB</p>

be included.

32 people need to come to the AGM.

Woo Woo has recently had a problem with flooding. Needs emptying more frequently. Gary to arrange a pump for the Woo Woo.

**15. Date and time of next meeting:**

12<sup>th</sup> August 6.30.