



Mile Road Allotment & Leisure Gardeners Association
Monday 12th August 2024 6.30pm

- Monthly Trustees Meeting.

Trustees present : Maria Moon (MM), David Osborn (DO), Mark Moore (MMO), Carol Andrews (CA), David Moon (DM), Gary Black (GB) Bob Hunter (BH)
Volunteer minute taker Tracey Sharpe (TS)

Agenda item	Action
<p>1. Welcome by Chair. Apologies AY. Pleased with the amount of work being done by trustees and volunteers. All agreed on minutes from last meeting.</p>	<p>MM ALL</p>
<p>2. Rodent management. BH is now qualified , congratulations ! along with Jake . Rodent traps will only to be carried out around the buildings, water tanks and not on tenants plots. However, Tenants will soon be able to buy the traps from the shop, the traps kill the rats instantly, this is the most humane way of dealing with the rats. After the rats have be caught in traps they need to either be burned or buried. We will not be suppling poison to deal with the rats. Agreed budget for next year.</p>	<p>BH</p>
<p>3. Chairs report No other business</p>	
<p>4. Treasurers report The treasurer`s laptop was available at the meeting for further information as required. Plot income to date £14633 and apportioned to site costs only. As communicated by what`s App our insurers have now reinstated our theft cover. Since our last meeting we have purchased: small welding machine, padlocks, more gate keys, concrete for installation of pedestrian gate and materials to reinforce main gates, rodenticide and wasp nest treatment . New polo shirts, show children`s prizes and thank you gifts for show judges. As you are aware from recent emails I have been in lengthy communication with Barclays bank with regard for their need to update our company details. This has resulted in an escalated complaint to Barclays and further work for Treasurer`s.</p>	<p>CA</p>

<p>With additional excel and mail merge support from my husband I am now working on the yearly invoice run and we have set up next year's database ready. Invoice run will take place week commencing 19th August. Tenancy, plot inspection and bonfire calendars are all printed ready. Once we have agreed the AGM letter 300 need to be printed.</p> <p>Work needs to be completed ready for the show as we did last year. Seed catalogues arrived and prepped, potato order list pending. Floats will be ready for the show and catering supplies sourced. For those new as trustees our end of year is 30th September so I am also working on final figures and draft report for AGM, submission to charity commission, company's house and now any changes to Trustees to Barclays bank.</p> <p>Please could a stock take be completed in September and further order for Growells.</p> <p>As very time consuming I will not be available to cover catering on Thursdays and Saturdays should our usual volunteers be unavailable. The work is far more important than making tea. Another person with food hygiene certificate needs to be available as we cannot sell refreshments without their presence. We have achieved 5 stars and need to maintain them.</p> <p>Maria and I will manage plot payments from the 1st October to the 9th November so additional volunteers will be needed for shop and tea room.</p>	
<p>5. Shop report MM and DO are keeping on top of everything that is needed doing. Everything is being ordered on scheduled</p>	MM DO
<p>6. Catering report Everything in the fridge needs to be labelled and cleared out by the end of the day</p>	
<p>7. Plot Report The one plot has been allocated we have 12 on the waiting list . Not going to be allocating a plot to a current tenant who asked for an extra plot as it was agreed that the tenant was not managing her current plot.</p>	DO
<p>8. Health & Safety Anyone who needed safety boots has now got them . No food to be left in the fridge over night. Fire alarms tested. Woo Woo has been serviced by GM and BH and has been thoroughly cleaned. GB need to keep an eye on the levels in the Woo Woo, we</p>	ALL GB

need to keep an eye once a month on the baskets.	
9 MRALGA log book update since last meeting No news	
10. Monthly management task list Starting to work on the invoice run. We have a volunteer to maintain the orchard. (Roy Richards) Thanks Roy !	CA, MM, DO, TS
11. Maintenance Pedestrian gates are all installed, We need a Pedestrian sign to go on the gate. The new gate is in progress. Looking great !! and more professional. The mesh between the two gates has been taken off. The gate chain has got a proper chain on now and is working really well. Friday 30 th August The grass is getting cut just before the Marquee is going up. Tree roots are coming out in the Marquee area. Tony has a certificate to trim the high bushes	
12. Security report No News	
13. Events report Every all up and running ready for the Show on the 7 th September. Trophy's are mostly all back.	
14, A.O.B Christmas tree event needs an volunteer or we cant continue.	
14. Date and time of next meeting: 9 th September 2024.	