

MRALGA  
 Agenda  
 Monthly Trustees Meeting Monday 9<sup>th</sup> October 2023  
**6:30pm**

Present: Maria Moon (MM), Carol Andrew (CA), Garry Black (GA), David Moon (DM), David Osbourne (DO), Lisa Muxlow (LM), Mark Moore (MMO)

Apologies: Cheryl Brittan (CB) Lisa Muxlow (LM)

Agenda item	Action
1 Welcome by Chair and minutes of previous meeting signed off for filing.	<b>MM</b>
2 Chair's report MM read our LM resignation letter.  CA agreed to take the minutes of this meeting.  All agreed for mains water switch off later this year due to prolonged warm weather. Switch off when hard frost arrives.	<b>MM</b>
3 Secretary's report  Late payment fee discussed and to remain at £5.  Tenancy will need updating  Newsletter has gone to print, uploaded on website and social media pages.	<b>ALL</b>
4 Treasurers Report  End of year figures produced; these will be used for the AGM. All Trustees present were happy with treasurer's AGM report and Charity Commission Report. All agreed for CA to send accounts to Vicky Perkins our Independent examiner for check and sign prior to submission	<b>CA</b>
5 Catering report  Environmental health visit on Thursday 26 <sup>th</sup> October 10am.  Rachel has tidied the Allergy file ready.	<b>CA/MM/</b>
6. Shop Report  GB to support with the shop on Saturday 14 <sup>th</sup> October, DM as back up if needed.  Reminder to all to print card receipt and offer to customer and place the second copy in the till. If errors or over ring, please stop and print	<b>MM</b>

	<p>the receipt and mark the receipt as overing and place in till draw. Then start the sale again. Deduct the error from Zread and attach to cashing up sheet.</p> <p>Netting ordered.</p> <p>Growell`s order and Heygate`s to be completed on 12/10/23</p>	<p><b>MM</b></p> <p><b>MM/DO</b></p>
6	<p>Plot report</p> <p>Currently 25 vacant plots. Re letting will commence from 21/10/23</p> <p>DO wished to express thanks to a group of tenants who have worked hard to tidy plots ready for relet. Gb also thanked for their support.</p> <p>DO and trustees are disappointed that 25% of tenants have to date not collected their invoices and will be contacted</p> <p>A lot of work went into the invoice run to be ready for the show and we need to think about this before next year`s work schedule.</p>	<p><b>DO/MM</b></p> <p><b>MM</b></p> <p><b>ALL</b></p>
7	<p>Health &amp; Safety</p> <p>PAT testing, GB to find supplier</p> <p>Also seeking Asbestos removal supplier, as the plot should not be let until this is removed.</p> <p>Address on defibrillator needs adding a.s.a.p.</p>	<p><b>GB</b></p> <p><b>GB</b></p>
8	<p>MRALGA Log book update since last meeting</p> <p>No updates</p>	<p><b>MM</b></p>
9	<p>Maintenance</p> <p>60 ton of materials for the tracks to be delivered. Tractor hirer and work supplied by B.B. to commence as soon as a date is agreed with BB.</p> <p>Main track holes will be concreted one section at a time and access restricted per section to complete the works.</p> <p>Ist greenhouse upgrade now finished</p> <p>Hand wash basin repositioned outside under a shelter and drains into the ground. We now only need to refill at the top and keep clean.</p> <p>Hut skylights work discussed and agreed to purchase galvanised grills and clips. DM and tony to complete the work</p> <p>All agreed for the gate padlock to be changed every every 3-4months and to commence 17th December</p>	<p><b>DM</b></p> <p><b>ALL</b></p> <p><b>DM</b></p> <p><b>DM</b></p>
10	<p>Community payback</p> <p>No updates</p>	<p><b>MM</b></p>
11	<p>Security report</p> <p>Work by houses completed and being monitored.</p> <p>Glo signs need to be added</p>	<p><b>MaM</b></p>
12	<p><b>Events</b></p> <p>Events meeting has taken place on 30<sup>th</sup> September and the next meeting is booked for the 25<sup>th</sup> November. It appears the events team has everything in hand for the pumpkin event.</p>	

	Trustees advised that a brochure of events dates to include bonfire calendar after the AGM.	<b>Events team</b>
13	<p>A.O.B  Proposals for AGM agreed by all  A discussion with the Tenants regarding whether Bonfires should happen during the summer months?  DO proposed that for health and safety and wellbeing of all tenants that; Tenants should work their plots between the hours of dawn till dusk. All Trustees agreed.</p> <p>AGM preparation work to commence., printing 2022 minutes and reports  Nomination's deadline Thursday 9<sup>th</sup> and proposals 1/11/23.  It was agreed that trustees available on the 9<sup>th</sup> to open nominations and proposals received and prepare the notice and paperwork for the members.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
14	<p>Date of next meeting  Monday 13<sup>th</sup> November, 6.30  All trustee reports to be shared prior to the AGM</p>	<b>ALL</b>