

# MRALGA

## Monthly Committee Meeting 04/04/2017

### MINUTES

Attendees: Tony Matthews (Chair), Carol Andrew, Terry Fisher, David Holt, Andy Lyman, Maria Moon, Mac Painter, John Raymond, Jake Sale, Richard Stevens  
Apologies: Matthew Andrew

The meeting opened at 19.04

Agenda item	Action
<p>1 Welcome and Minutes TM welcomed trustees. February minutes were signed as correct.</p>	
<p>2 Richard Steven and Andy Lyman were formally accepted as trustees. They will be added to Companies House Directors register on completion of today's Code of Conduct signing.</p>	<b>DH</b>
<p>3 Matters Arising Easter donation letters – sent to 3 Tesco stores and 1 Sainsbury Store. Donation of children's Easter Eggs from 1 Tesco store. Tammy Deane &amp; Andy Brown contacting other 2 Tesco stores - <b>COMPLETED</b> Camera updating – <b>ONGOING</b> Fire extinguisher purchase – <b>COMPLETED</b> – see Fire report Lease update – No further information from the Council Legal team. Both Council &amp; National Legal Advisor emailed – <b>ONGOING</b> Letter sent to tenant ordering Multistock food and not paying for or collecting the order – <b>COMPLETED</b> Electricity - <b>COMPLETED</b>. Blue lights – <b>ONGOING</b> Risk Assessment for Easter event - <b>COMPLETED</b> Triplicate books for plot inspections too expensive – <b>COMPLETED</b> Tenancy agreement to be updated to include MRALGA email address – <b>ONGOING</b> Transgressions - <b>ONGOING</b></p>	
<p>4 Chair's Report A very busy period – shop is going well, maintenance are dealing with many water issues etc. No April rota set up for shop, teas &amp; plots so lack of staff at weekends. Problem arose last Sunday due to being very busy and lack of staff – theft of a bag of Growmore. DO and TM confirmed they had not sold any Growmore but 1 was missing. A tenant saw the incident so need to ask him to make a witness statement so the theft can be reported to the police. All members need to be told of all thefts – MRALGA stamp to be put on all bags in future. In future, if insufficient staff available, the tea room to be locked and just the shop kept open with minimum 2 staff. <b>Proposal:</b> Volunteers to wear high-vis vests with 'MRALGA volunteer' on them. Proposed by JS, seconded by MP. <b>For: 9, Against: 1. AGREED.</b> DH to source.</p>	<p><b>TM, DH</b> <b>ALL</b> <b>DH</b></p>

<p>As vice-chair, MM will take over any trustee work that TM is unable to do over the summer period.</p>	<p><b>TM, MM</b></p>
<p>5 Secretary's Report  Letters sent to Plots 388.1 and 316. 318.1 resolved; no response from 316 therefore terminated.  Letters sent to 453, both tenant and husband have been in ill health so they may need help with shed repairs.  Letter sent to 607/608 to repair fence.  Letter sent to 621 to work plot (30 day for repeat inspection).  Letter sent to A Burton regarding parking on first roadway.  Log book updated. Names added to some reports.</p>	
<p>6 Treasurer's Report  Plants are selling very quickly.  Shop income is going up.  All must be aware that payment of £1 is needed for the Thursday lunches.  Events – DO has requested new banners with the new logo for both the Plant Sale and the Annual Show. The Potato Day banner was taken from 'Sundries' so, if new banners agreed, then all 3 banners to be put as additional project. Old Plant Sale banner to be put up on Thursday. New wording needed for banners – DO to be contacted asap. Budget of <b>maximum £150 AGREED</b>. DH to get 2 quotes for a) colour and b) black &amp; white. Possibility of detachable logo considered.</p>	<p><b>ALL</b>          <b>DH</b></p>
<p>7 Security / Fire / H&amp;S Report  A number of break-ins last week – tenants were encouraged to report them to the police. Log book will be completed asap.  Southern boundary is the most vulnerable point – fencing too expensive. Infra-red anti-intruder devices cost £900 - £1500. No need to cover orchard area.  Waiting for replies from 3 emails sent to suppliers.  End shed – approx. 108sqm so max number of people for presentation is 120. But only 1 fire door as door to maintenance shed not fireproof. <b>Action</b> – short-term: buy new fire door and fittings, long-term: put in a further fire exit. <b>PROPOSAL:</b> to spend a maximum of £120 on new fire door and fittings. If more expensive, then emails to be sent to trustees for agreement. MP to look at fire door frames &amp; email what is needed. Ridgin's are possible supplier  Tenant spoken to as he was burning plastic sheeting on his site – he was unaware he shouldn't. MP to put in logbook. MP to give plot no. to DH then letter to be sent to plothead.  Socket in kitchen near handwash basin to be blanked off. DH to do asap.  Fire inspector visited – all OK. New fire stickers put up, bill to arrive soon. 2 new fire extinguishers coming and suppliers will fix to wall.  Logs in hut to be stored safely. Paper for fires to be stored under the counter.   Any fires on plots, whether on the ground or in a container, <b>MUST NOT</b> be left unattended. JS to write in log book of recent sighting.  JS reported his break-in to police and was given a crime no. Two other break-ins (shed &amp; greenhouse) were added to his crime no. by mistake – JS to contact police to rectify.  Tenants <b>MUST</b> be encouraged to report crimes.  AL reported the gate was left unlocked on at least 5 evenings this past week.  No breaches in perimeter fencing have been seen so thieves must have come in through the gate or adjoining houses. Pallets were seen angled against the fence</p>	<p>          <b>JR, TF</b> <b>MP</b>          <b>MP, DH</b>          <b>DH</b>          <b>ALL</b>          <b>JS</b>          <b>JS</b>          <b>ALL</b></p>

<p>at the end of the basketball court so possible entry point.  If children are seen unaccompanied, trustees have a duty of care to challenge them. No cameras are out except for fixed ones – at end of building, at the shop and at the gate. MP to check batteries.  When a tenant leaves, their key is not always returned. An extra point should be added to termination letters saying tenants will face a considerable charge if keys are not returned. Similarly, when signing the lease, tenants should see that failure to return their key will incur an additional charge.  Suggestion to ask police crime officer and ward councillor, Sue Oliver, to both visit the site in order to make them aware of the scale of thefts. Further suggestion to invite police to be present/have a stand at the Plant Sale for marking tools etc. This might encourage tenants to take some responsibility for themselves. DH to write to Randolph Charles and Sue Oliver.</p>	<p><b>ALL</b> <b>MP</b>       <b>DH</b></p>
<p>8 IT Report  DH working with the database. MA responsible for the website.  ‘Vermin’ email to be renamed ‘creatures’ asap.</p>	<p><b>MA</b></p>
<p>9 Maintenance Report  Busy with all water related jobs. Many different sized connections throughout the site means having to spend a lot of money on incidentals. Team is therefore trying to replace and standardise all water connections. Taps and pipes are being installed but if tenants are seen to be using hosepipes, they will be warned that the taps will be disconnected. A wildlife camera could be installed near offenders and, if caught on camera, they can be asked to leave the site.  Plot inspections will resume after all the water leaks are dealt with.  <b>PROPOSAL:</b> 5 new tanks to be ordered now and 5 more after the May meeting.  Proposer: JT, Seconder: JS – <b>AGREED UNANIMOUSLY</b>  Suitable Mitox chain saw available from Mr White of Oakley for approx £180-£190 with 5year warranty. Safety kit approx. £86. TF to speak to him on Wednesday. TF confirmed he is trained to use a chain saw. Email for agreement to be sent to all trustees if it is more than £86.  Community Payback task schedule needs attention – at present, their supervisor goes to the maintenance team after each task is completed to find out what the next one is. Very time-consuming for the maintenance team. <b>ACTION:</b> A clear section on the large white board in the hut will be used to list and prioritise all jobs, including unexpected emergencies, to be undertaken by CPB and will be updated. There will be a separate section for ongoing monthly tasks such as grass mowing, plot clearing etc. The supervisor must be reminded that she should be supervising at all times. CPB to be told that if they arrive before 9am, they might have to wait for a trustee to unlock the gates.  There are not enough people to do all the necessary work. Jobs must be prioritised – the large white board in the hut will have another section with the job priority list written on it. JS to start it on Thursday.  Plot renumbering – decision deferred but each plot to have Plot ID clearly visible. Maintenance team to erect T-bar stakes. 20 posts ready, 20 more available.  Possible renumbering at top end of site.</p>	<p><b>JR, TF</b>       <b>TF</b>       <b>JR,TF</b>       <b>JS</b>  <b>JR, TF</b></p>
<p>10 Creature Report  Chickens – inspection showed all tenants adhering to rules except for 1 due to overcrowding. Short-term – JS to speak to tenant. Long-term unresolved.  Rats – 3 plot holders allowed JS to work on their plots on their behalf but 1 will do his own. 1 tenant touched the rat trap so rats will now not go in the trap. Tenants</p>	<p><b>JS</b></p>

