

# MRALGA

## Extra Committee Meeting

11/04/2017

### MINUTES

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

Apologies: Maria Moon,

The meeting opened at 18.58

Agenda item	Action
<p>1 Welcome TM welcomed trustees and thanked them for attending this extra meeting at short notice.</p>	
<p>2 <b>Recent theft of a bag of Growmore from the allotment shop.</b> A witness has made a statement regarding the theft and has signed it as correct. TM &amp; DO, who were both serving in the shop on the day, agreed to make a statement to confirm that they did not sell a bag of Growmore that day. The allotment policy is to report all thefts to the police. The suspect tenant's plot number and full name are needed. Discussion took place as to whether the suspect tenant could be dismissed immediately from the site but as the '3 strikes and out' policy is still in place, this has to be adhered to. This tenant has now had 3 incidents reported against him: 1) theft, 2) chickens wandering onto other plots and theft from plots, 3) breaking the law re: Avian flu – his chickens had no protecting cover. <b>PROPOSAL:</b> To ask the tenant for his keys and to ask him to leave the site permanently. Proposed by JS, Seconded by RS. <b>AGREED UNANIMOUSLY.</b> The plot cannot be re-let until the tenant's crops have been harvested. This will be done by the committee and will be delivered to his home. DH to write a termination letter which will be hand-delivered to him on his plot by 2 trustees asap and his key will be collected immediately. At the next open meeting, the point will be raised that as from now, theft means instant dismissal from the plot. There will be a notice put up in the shop. <b>PROPOSAL:</b> Theft outweighs the Allotment Act and will mean immediate dismissal from the site. Proposed by TM, Seconded by TF. <b>AGREED UNANIMOUSLY.</b> This will be published at the next open meeting. Policy is now: Minor incidents – 3 strikes and out. Serious misconduct as agreed by the committee, eg theft, wilful damage to property or any assault or violence, means instant dismissal. However, the appeals procedure will still be in place.</p>	<p>DH</p> <p>TM</p>
<p>3 <b>Theft and damage to the huts this week.</b> The insurance policy is in place but the excess is £500. 30 day lead time for a claim. Everything that has been stolen should be documented with the value at that time. DH to check if it includes replacement cost or includes wear and tear. The cost of man hours shows the contribution made by the trustees. MA stated that a complete inventory should be carried out with photographs.</p>	<p>DH</p>

<p>There are 2 cameras and a recorder in the shop and discrete cameras in the hut. Where the thieves could open the door, there was no damage.</p> <p>Internal requirements:  No point in deadlocks unless the insurers require them.  All barrel locks should have the same key to open all doors.  Maintenance door should be a fire door.</p> <p>External requirements:  Ensure doors and frames are strong enough – bolts and mesh needed.  A mains-powered LED should be over each door.  Insurance company may recommend an alarm system to be installed professionally.</p> <p>The building is secure now but advice needs to be taken from the insurance company.</p> <p>Community PayBack have free access to the whole building at present. This is unacceptable – the supervisor should ensure no member of the team goes beyond the counter and definitely has no access to the kitchen area. In the report to the police, it should be mentioned that CPB are used on site. CPB vans should be parked at the front gate. The maintenance door should be locked at all times unless there is just 1 person in the maintenance room.</p> <p>CPB members are allowed in the tea room for breaks but it must be controlled and monitored. A hinged flap is needed on the counter.</p> <p><b>PROPOSAL:</b> CPB to only be allowed in the tea room and not beyond the counter. Proposed by JS, Seconded by CA. <b>AGREED UNANIMOUSLY.</b></p>	<p>JR, TF</p> <p>JR, TF ALL JR, TF</p>
<p><b>4 Security</b></p> <p>The insurance company must be asked for advice re: door. Lights and cameras to be paid for and installed by ourselves.</p> <p>Additional security: 1) Door – wait for insurance company advice 2) lighting – need mains LED PIR outside.</p> <p>Light breakers to be turned off. All trustees to be shown the procedure.</p> <p>Tracking cameras – AL to enquire.</p> <p>Weekly battery check in all cameras and log – AL.</p> <p>Generator grill needs bricking up in near future – new tenant possibly to be asked to do this.</p> <p>Perimeter fence where cut by intruders to be knitted together temporarily and painted in anti-climb paint.</p> <p>Adrian to be asked to quote for doors. Tenants near JS to be asked for second quote.</p> <p>2 quotes needed for fence.</p> <p>Up-front spending needed for replacement drills etc. as certain tools are needed immediately for maintenance work.</p>	<p>ALL AL AL TM</p> <p>JR, TF</p> <p>CA</p> <p>TM CA</p>
<p><b>5 Plant Sale 13<sup>th</sup> May</b></p> <p>Trustees needed to help on the day and with preparation</p> <p>Number of cash floats needed – JS to enquire.</p>	<p>ALL JS</p>
<p><b>12 Next meeting</b></p> <p>Open meeting on Tuesday 2<sup>nd</sup> May at 6.45 for 7pm</p>	

The meeting closed at 20.18