

MRALGA

Monthly Trustees Meeting April 6th 2018

MINUTES

Attendees: Maria Moon (MM) Dave Moon (DM) Mel Fisher (MF) Carol Andrews (CA) Mac Painter (MP)
Myra Underwood (MU) Sue Moore (SM) Terry Fisher (TF) Richard Stevens (RS) Matt Andrew (MA)
Apologies: Andy Lyman

The meeting opened at 7 pm

Agenda item	Action
1 Welcome by Chair	MM
2 Minutes of previous minutes and matters arising. Minutes of previous meeting agreed by all and signed by Chair	MM
3 Chair's Report Tenants appear to be keeping the gate locked .Except on Bank Holiday Monday when the gate was left open several times The gates will be moved by the contractors when the new posts have arrived. MM and MU have walked the perimeter fence and checked for any security issues.	MM
4 Secretary's Report The draft policy regarding General Data Protection regulation had been sent to all Trustee`s for discussion .It was proposed that MA continue with this. Proposed by RS and seconded by TF and was agreed by all. MA offered to complete a course to enhance his knowledge and all the trustees agreed. It was proposed that the draft policy is to be used as an interim document. Proposed by DM and seconded by TF and agreed by all	MA
5 Treasurer's Report Money spent on stock is being recovered from the sale of stock in the shop CCTV Signage invoice is to be provided for the accounts The water meters are to be read fortnightly in order to keep a check on what is being used and cost. The money left over from Stuart Randall memorial fund is to be used towards memorial trees and beautification of the front borders. CA hand delivered a letter regarding the condition of an ex tenants plot however there has been no response. Another letter will be sent stating that we will be seeking legal representation if necessary. The free insurance offered by the National Allotment society is of benefit to all and it was proposed by SM and seconded by TF that there be an opt inbox added to the member's renewal Tenancy form in future. This was agreed by all	CA TF DM/RS/TF CA CA MA/CA

6	Events report	MU
	<p>Events are asking trustees what is required of them on the celebration day on 16th June</p> <p>The event team would like to ask the trustees to a meeting regarding the plant sale</p> <p>A Tenant presented a proposal for a Facebook group. Concerns were raised and discussed .A vote was taken of trustees present and the vote was 8 against and 2 for. CA and MP would like it noted in the minutes that they would like this matter to be explored further and more information to be obtained. Until more information is available this will be held in abeyance.</p> <p>With regards to the purchase of a marquee for the various events throughout the year. The events team feel it would enhance these both this year and in future years. With regards to size the team are asking for a 12m by 6m marquee at a cost of £1186 which would include delivery. This was the lowest quote, the second being £1229 and a third of £1362. A vote was taken with 9 for and 1 against for the marquee to be purchased</p>	ALL
		MU
		MU/CA
7	Shop Report	All
	<p>The shop is now stocking a new line of insect netting.</p> <p>CA and two volunteers to meet to discuss new stock lines. Feedback from tenants to be sought via May Broadcast</p> <p>MP has requested that we have a shop manager however the trustees feel it is not required as per the February minutes.</p>	CA
8	Fire / H&S Report	MP
	<p>MP is continuing with his revision of the Health and Safety Policy</p> <p>Upon further inspection of the site there are concerns about the amount of rusty iron on some plots and letters will be sent to all tenants when plots are inspected. This situation has also been included in the March Broadcast</p>	ALL
9	Maintenance and plot Inspection report	TF & DM
	<p>All new water tanks are now installed and only one leak needs to be attended to. Additional fixings for the tanks and taps are to be purchased.</p> <p>The tank outside the front door will be fixed this week.</p> <p>Plot inspections will be done as entered into last month's minutes and the site divided up between all Trustees. CA has prepared maps and paperwork.</p> <p>The outside lights at the end of the building are up and working</p> <p>The extractor fan is still being researched</p> <p>The junction box outside will be replaced as it is not certain whether it is in an internal or external box</p> <p>The timer for the mains water supply needs to be reset and requires two people to do this, ideally on Thursday</p> <p>CA has emailed a scrap dealer to see if they would be interested in the scrap from the allotment and they will visit on Thursday.</p>	RS
		ALL
		MM DM
		DM
		TF RS
10	Security	TF DM RS
	<p>Wild life cameras to be repositioned around the site.</p> <p>We will ask David Holt to assist as he has offered to help where needed.</p> <p>Permissions need to be sought from tenants if we need to attach cameras to Tenants shed.</p>	
11	Creature Report - provide by Jake Sale (JS) and circulated at the meeting An up dated approach document is being prepared with regards to control of brown	JS

<p>rats across the site. JS will be attending a refresher training course. to get some expert input.</p> <p>All rodent boxes have been collected with a view to servicing relabeling and numbering them</p> <p>There are 48 rat boxes around the perimeter of the site to monitor the travel of rodents.</p> <p>A map of the locations of the boxes will be kept in the pest control cupboard</p> <p>Normal inspection routines will be carried out</p> <p>A Tenant has asked JS inspect his plot again</p> <p>A tenant to remove the soil from behind his shed as it may be housing a rat's nest.</p> <p>Poor lighting in the chicken house and this needs to be investigated by the trustees.</p> <p>Some concerns have been raised regarding the wheelbarrow full of rat boxes containing rat poison being a danger and I do not believe this to be so.</p> <p>CA disagreed.</p> <p>If the pest control cupboard is to be moved JS should be present and there should also be an eyewash station and a first aid kit available. It was proposed by MP and seconded by TF and agreed by all that a further first aid kit would be purchased</p>	<p>CA</p>
<p>13 A.O.B.</p> <p>It was considered a possibility that another door might be placed in the end room as a second exit. It was agreed to hold the matter in abeyance pending Marquee use.</p> <p>DM is going to try and source railway sleepers for the borders by the front gate. DM stated that this may take some time.</p> <p>CA will write a few letters to builders merchants for donations to this end</p> <p>MA proposed the purchase of two gas cylinders for the fires, SM seconded this and it was agreed by all</p> <p>MU requested that new kitchen flooring be purchased after measurements have been taken. This was proposed by DM and seconded by MM and was agreed by all</p>	<p>DM</p> <p>CA</p> <p>TF</p> <p>MM/DM</p>

Meeting closed at 21.10

Next meeting Open meeting to be held at the allotments on May 1st 2018