

MRALGA
Agenda
Monthly Trustees Meeting Wednesday 5th August 2020
6.30 pm

Apologies: **Helen Whelen , Rebekah Miller and Sue Moore**

Agenda item	Action
1 Welcome by Chair Good evening all.	
2 Minutes of previous meeting and matters arising Agreed by all Follow up with BBC over hanging trees	MaM
3 Chairs report Application received for nomination for Co opted Trustee read to all present. Proposal to accept MM seconded MU all agreed. DO to inform Chris Baldwin Discussion about volunteers needed. Possible proposal at AGM MM to send out Whats app to trustees for support	MM
4 <u>Secretary`s report</u> I have continued to update the database. Lots of shredding of archived documents as agreed earlier in the year and added names to the waiting list book when emailed. If anyone makes contact by phone please note their name, address, best contact number and add to waiting list book. As we have a waiting list, we have to give priority to residents of Bedford Borough and there may be an allotment site nearer to their home, please advise to contact their local council. AGM: please note from our articles of association 32(2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings. Due to Covid 19 restrictions we would currently find it very difficult to hold an AGM I contacted Jane Owen from CVS for her thoughts as Jane supported previous trustees with formation of Company and Charity status. Her thoughts: Good plan to be thinking ahead about postponing your AGM, as we really can't guess what things will be like by November. If things continue to go well, we should be able to have gatherings of more than 30 people by November, but it's likely social distancing will still be necessary and it's also quite possible your more vulnerable members would not want to attend. Hiring a hall also sounds like a good plan and it would be sensible to do a Covid Secure risk assessment to make sure things like getting in and out of the hall etc can be done safely. That will have to be done much nearer the time though – things are changing by the week and community centres haven't even reopened yet. It's a good job you have the 15-month rule in your articles, because your normal AGM date doesn't fall within the "relevant period" (26 March to 30 September 2020) that's covered by the new Corporate Insolvency and Governance Act that was passed on Friday. If you hadn't had that rule in	

<p>your articles, if they don't extend the dates covered by the new Act, you would have had to go ahead somehow!</p> <p>I would like to propose that we postpone the AGM until February 2021 and seek a venue to enable us to support our members as safely as possible. It would be good if a trustee has responsibility to find a venue and assessment as administration work is at its busiest in September through to December. We will need to draft a letter to go out with the invoices.</p> <p>All agreed. Proposed date Saturday 13th February 2021 MM to ask RM to start to prepare for the event. DO to look for a possible speaker.</p> <p>Please could I also receive lists of letters needed and any additional wording to enable me to manage work load.</p> <p>We need clear bold signage for the Orchard and caged areas to improve management and clarity of the areas use e.g. the orchard is for all tenants you are welcome to a few for your Family (or similar). Are we able to make our own notices using large wood sheets or do we look for a quote? MM to ask RM</p> <p>I am planning to review rodent reduction/management when as a volunteer I feel safe to do so and time. Any queries please contact me.</p> <p>On Saturday we had concern about Bonfire smoke being blown towards Hereford /Harrowden road area. When I was driving down, I could smell the smoke and a tenant who lives in the area came to talk to us about a family member`s breathing condition. We advised the tenant that we will discuss at our trustees meeting. As CPback were due to light the stack near the school we decided that it was best not to do this and they worked in the Orchard instead. Please may we review.</p> <p>Discussion and ideas moving forward ongoing</p>	<p>MM/RM</p> <p>DO/MM</p> <p>MM/RM</p> <p>CA</p> <p>ALL</p>
<p>5 Treasurers report</p> <p>I have continued to work on the accounts, banked monies and balanced the accounts. Sincere thanks to RM for her support in checking and signing off the accounts for June 2020.</p> <p>J C (resigned trustee) has been removed as a signatory with Barclays Bank. A mandate has been completed to add CA to the bank account signatories and also a debit card mandate has been completed. I am awaiting confirmation from Barclays that the requests have been actioned.</p> <p>I have continued to work with D H and T M on reviewing closely the trading hut stock levels. The trading hut figure for the month of July is £1059, which compares to £860 same period last year. Thank you to DH and TM for their hard work in managing the trading hut during this difficult time. Stock to be reviewed</p> <p><u>MRALGA Reserve</u></p> <p>The reserve held in the Barclays savings account has been increased by £500 as agreed in the July meeting.</p>	<p>MU/DO</p>

<p>£3500 Tenants key deposits £750 excess insurance amounts £3000 (4 months income if association had to close mid-year).</p> <p>£2000 emergency water materials and labour cost</p> <p>£1500 emergency gate/ maintenance materials and labour cost</p> <p>£1000 emergency fence materials and labour cost Total = £11750</p> <p><u>MRALGA budget 2020/2021</u></p> <p>Trustees to agree a date and time to review and set the budget for the coming year. Possibly October meeting</p> <p><u>Returned plot keys</u></p> <p>Discuss asking trading hut staff to record when a key is returned for a refund. This will ensure that receipt of £10 is documented and signed for. All agreed . Form to be created to include plot check by a trustee.</p> <p><u>Water usage</u></p> <p>Higher consumption than last year and we are in unprecedented times. To be discussed at budget meeting.</p> <p><u>Donations</u></p> <p>Cash donations received in the trading hut are currently rung through the till and are entered on the cashing up sheet as a donation. I would like to suggest that the cashing up sheet format is revised to include a box for the source of the donation to be fully documented.</p> <p>The following items have been purchased in relation to the July 2020 agreed project work: Wood, post fix concrete and nails, roofing sheets x 15 for 3 x water collection points</p> <p>Lap top with 3 year warranty, briefcase, mouse £25(Anti-Malware, Microsoft Office to be purchased)</p> <p>9 self filling tanks + fittings + bespoke fittings .Repair to wood store shed Wood posts .Environmesh tunnel & Wood for bench framing .Mobile hand washing unit ,Mobicater unit. Replacement gate padlock</p> <p>Trustees discussed equipment, maintenance and project requests outstanding from July 2020 meeting</p> <p>Replacement door for hut (at exit to greenhouse/polytunnel area) Current door is warped, wood swells in the winter, locks do not line up with frame and it requires two people to close and lock the door. We agreed to postpone this work as the ramp is priority.</p> <p>lbc`s needed for rain water harvesters MM to liasie</p> <p>Upgrading front of hut surface to concrete to aid deliveries to trading hut and event room awaiting quotes.</p>	<p>MU</p> <p>CA</p> <p>MU</p> <p>MM</p> <p>MM</p>
<p>6 Health & Safety</p>	

	<p>Shop reviewed By HW, MU. CA & MU raised that we need to plan for plot payment social distance spacing and use of communal room. Since the meeting CA, DO MU and a tenant volunteer have rearranged the events room for CPback and the supervisor has agreed that the area meets support needs. This will enable us to move forward with work needed in communal room.</p>	
7	<p>MRALGA Log book update since last meeting Tenant offered to support another tenant and notified committee prior to commencing work. Another tenant notified us of a discussion with an unknown party who then left the site.</p>	
8	<p>Maintenance Projects: Polytunnel benches ,ramp, tanks ,rain water harvesting and wood store.</p>	DM & CPBack
9	<p>Security Report – Cameras ongoing checks and moved around the site</p>	MM
10	<p>Plots – Inspected phone calls made. DO and MM proposed letters to be sent to agreed tenants non renewal of tenancy. DO to collate a letter and CA to process. All agreed</p>	DO/MM CA
11	Events and publicity report N/A	
12	<p>Shop report</p> <p style="text-align: center;"><u>MRALGA Shop Report</u></p> <p style="text-align: center;"><u>August 2020</u></p> <p>Shop sales have somewhat declined over the past few weeks. We have now allowed members back into the shop itself. Only one person / family in the shop at any given time. Social distancing is being observed and supervised for those waiting to enter.</p> <p>We have decided to adjust the ratio of items purchased from Heygates. Quail breeders pellets are being purchased by members at the rate of four sacks every three weeks. Country layers pellets are moving slower than previously experienced. We therefore will “up “ Quail sacks and reduce the Layers sacks. Some items of chicken food are not selling or only selling occasionally. I have made up some Wild Bird food bags selling at £1,20 per bag. Bags contain:- Whole wheat, Cut Maize, Growers pellets Sunflower seeds and Mealworms.</p> <p>We need to consider which varieties of potato we intend to offer for next spring planting. Tony is making up a revised list to increase the number of Red main crop. Any suggestions as to what should go onto the pre order forms needs to be in the shop immediately. Although it may not be possible to accommodate everyone`s wishes we will try our best.</p> <p>Autumn planting order for Alliums has already been submitted to Growels. A deadline is imposed for the preordering.</p> <p>When we receive the Kings catalogue we need to make a note of the “cut off “ date for the extra bonus offered by Kings. Last year we missed the</p>	

<p>extra five percent discount by about four days. Sale of Fothergills seeds has been a bit hit and miss. Members are less inclined to buy seeds if they can not see the display racks.</p>	
<p>13 Creature control As secretary report</p>	
<p>14 . Community payback work – Log sheet</p>	
<p>15 A.O.B Seed catalogues and potato pre order form management. Once prepared available in shop . Notice, email run and broadcast will be used to notify tenants. Since the meeting the catalogues have arrived . Meeting closed at 8.15 as Chair and DM had to leave and no longer quorate</p>	<p>RM</p>