

MRALGA

Monthly Committee Meeting 06/12/2016

MINUTES

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

Apologies: None

The meeting opened at 19.10

Agenda item	Action
1 Welcome and Minutes November minutes confirmed and signed as correct.	
2 Chair's Report Mark Herminie has resigned as a trustee. Letter of resignation acceptance to be sent. MH to return keys.	DH
3 Secretary's Report Ongoing issues with the MRALGA.org website. Mr Wise has not yet provided the codes to transfer the website to our control. Because we do not have legally-accepted proof that we are the actual owners of the domain name, we are somewhat curtailed in how to proceed. Proposal: To register the domain name "MRALGA.org.uk" whilst continuing to pursue Mr Wise for transfer of the original website. Proposer DH, seconder JS. AGREED unanimously. JS & MA to register it to the MRALGA postal address. Formal letter to be sent to MW for confirmation that she no longer has any data belonging to MRALGA. Letter to include rejection of her offer of help with broadcasting MRALGA information. DW to be removed from Data Protection role and DH will put himself on the register. JS to enquire about a RollOnRollOff form for the website. In future, any work given to a non-trustee must be on a formal basis and have a written contract. DH to contact NSALG for legal advice and sample contract. G.Moore have been approached regarding subsoil for the area by the orchard. The current soil is unsuitable for planting. The small hillock could be covered and a wildflower area with bee and butterfly friendly flowers could be established. AGREED unanimously. Welding for gate & end hut has been delayed due to illness of contractor's partner. Letters regarding new bonfire restrictions have been hand-delivered to all houses that share our boundary.	JS, MA DH DH JS DH
4 Treasurer's Report Plot fees are £9435.45. Two plot holders have not paid and one cannot be traced. Shop sales are good. Key refunds are £110. NSALG membership for 245 members. Admin fees inc Independent Examiner were £288.	

<p>Current nett income is £8526.48. 16 vacant plots plus another possible 3 from non-payers. These need to be let to boost income.</p> <p>Work on gate: original verbal quote of £35 for welding. Invoice sent for £360 plus VAT. Although he helped the association in an urgent situation, the work carried out is sub-standard and there is no VAT No. on the invoice. PROPOSAL: To pay £2.50. Proposer JS, no seconder, therefore DISMISSED. PROPOSAL: To pay £50 (no VAT included) subject to receiving a formal receipt. Proposer DH, seconder TM. For: 8 Against: 1. AGREED. Letter to be sent explaining the decision and asking for a receipt for the association's accounts. If no receipt, then no payment.</p> <p>Dongle and card needed for internet access. MM might be able to supply a used mobile phone. JS to provide all cost prices and details of monthly running costs for next meeting.</p> <p>Costings for greenhouse racking and metal door to be given at next meeting.</p> <p>Computer access. At present, 3 trustees can access the computer. MP to be added and given password.</p> <p>The community allotment has over £700 in the bank. CA will meet with member in the New Year to look at her accounts and see how to close the account down. Suggestion made to put it into the MRALGA account and ring-fence it until a decision is made as to what to do with it. AGREED unanimously. Further suggestion to make a donation from it to Gardening with Grace. Decision deferred until next meeting.</p> <p>David Osborn and John Worsley are attending a pruning training course at Shuttleworth College. There was slight confusion as it was understood that the events committee had asked Shuttleworth to come to give a course at the allotment. It was explained that Shuttleworth had decided they would not be able to come. Discussion took place regarding the association possibly paying the fees for both (£45 each) as they would be able to run pruning courses at the allotments. PROPOSAL: To pay both fees of £45 but, in future, changes similar to this should be clarified with the events committee first. Proposer JS, seconder DH. AGREED unanimously. TM to contact DO to explain.</p> <p>No rodent poison is needed urgently so can be included with the next order of compost.</p> <p>A reliable security system is needed for the huts and its perimeter. CA to send original quote to MP.</p> <p>Events committee would like a balance sheet for each event. CA presented a form for the Christmas event that would be suitable for the independent examiner. This includes costs and other incidental expenses. Discussion took place regarding if the events committee should be charged for the use of facilities, electricity used etc. TM suggested that as all events generate more people and therefore more interest and more money, there was no need to make any charge. Private hire is not allowed because of planning permission. PROPOSAL: Zero charge for use of facilities and electric for all committee and events committee events. Proposer TM, seconder JR. AGREED unanimously. Printing for events: The association will do the publicity for general events, 'dates for your diary' and general publicity through emails. The events committee must do any additional printing for other events. Further discussion is needed regarding clear costs of what is and what is not to be charged.</p> <p>TM asked CA if there was any way of helping to reduce her workload. CA now confident with the accounting system. Data input makes up the heaviest workload.</p>	<p>DH, CA</p> <p>MM JS</p> <p>JS MA, MP</p> <p>CA</p> <p>CA</p> <p>TM</p> <p>CA</p>
5 Maintenance Report	

<p>Signpost on the gate is complete. The end room has been prepared for the welding. Decision needed as to where to put the notice boards. Sheds on community plot – middle one opened, bottom one to be opened. Rubbish to be cleared away.</p> <p>TM presented a new Community Payback work list. Any work needing to be done should be written in the book which will be kept on a blue clipboard.</p> <p>Plots under 90 day notice. JR & TF have looked at 8 and none of these have been touched. A list of dates inspected etc. is needed – to be done on THURSDAY.</p> <p>Whoever accepts and inspects plots becoming vacant should write the details (eg when available, state of plot) in new Plot Book so that new tenants can see the details before being shown around.</p> <p>CA to buy blue clipboards for the above.</p>	<p>ALL</p> <p>JR, TF</p> <p>ALL</p> <p>CA</p>
<p>6 Security / Fire Report Police reports are being looked at. No camera installed yet on plot 234.1 to check on duck attacks. David Osborn asked for maximum numbers for Sunday's Christmas event in order to comply with fire precautions. Numbers depend on square meterage, fire door access and whether people are standing, sitting or a mixture. For Sunday, the square meterage will be taken as approx 99sq mtrs with a mixture of activities. There are 2 fire exits to be considered – the kitchen fire exit access must be ignored and the sign should be removed when possible – but for fire exit timings, only 1 can be used in the calculation. The new door is wide enough for wheelchair access but a ramp is needed inside. Based on the above, DO has been informed that the maximum number should be 100-120 people. MP was thanked for his thorough email sent to all trustees. TM produced an updated map of fire exits, extinguishers and rallying point. MP to arrange a visit from the Fire Service to give advice regarding fire safety in light of change of use. Fuel and gas stored in rooms might be an urgent problem. Note: In the hut, there is nowhere for excess smoke to go. DH confirmed that all fire extinguishers inspected and in date. For Sunday: Kitchen doors must be closed during food preparation. Wood store in the hut must be covered safely. No portable heaters to be used. Fire guard needs to be fixed in place. Maintenance shed must be securely locked. Fire extinguishers by main door must be accessible with nothing blocking their access. Fire wardens for Sunday: MP, MM & DO. MP to ask DO.</p>	<p>JR, TF</p> <p>JR, TF</p> <p>MP</p> <p>MM</p> <p>JR, TF</p> <p>JR, TF</p> <p>JR, TF</p> <p>MP</p>
<p>7 Vermin Report No issues.</p>	
<p>8 AOB Sunday's Christmas Event. Children MUST be accompanied by a parent when visiting Santa in his grotto. Each child to be given a number and when that</p>	

<p>number is called, he/she will go in with the parent. They will be asked to sit on the sofa next to Santa's sofa. Currently 37 children attending. Further catering and gift requirements discussed. Fairy cakes being provided for the children. Further donations of cakes will be warmly received. No dogs allowed in the huts.</p> <p>Communication: It is not necessary to copy all trustees into every email that is sent. For minor decisions, only copy in those who are affected.</p> <p>Obtaining Quotes: The trustee responsible should be trusted to get the quotes and ask 5 trustees for agreement with the decision. Not always necessary to copy in every trustee, just the officers concerned. If 5 trustees do not agree, it must go to the next committee meeting.</p> <p>Roles and Responsibilities: The trustee responsible for each job should be trusted to take responsibility for it.</p> <p>Prioritising Jobs: It is important to set reasonable expectations of work that needs to be done around the site. These should be broken down into long, medium and short term. A planning meeting to decide on future projects will be put on the agenda for January or February's committee meeting. All trustees are encouraged to suggest future projects. A planning noticeboard should be erected in the hut to show all members what is being done or is hoped to be done in the future.</p> <p>Data Protection: As previously mentioned, MW to be asked to give confirmation that she no longer has any MRALGA data. DW has confirmed he no longer has anything. DH to find out if CVS in Bromham Road have any free data protection advice for charities.</p> <p>Log Burner: There does not appear to be any legislation for non-domestic use of a log burner. The brickwork behind the log burner is to be painted and a metallic sheet placed in front.</p> <p>Moving Forward: All letters & forms should now be standardised so that any future committees can continue with the work immediately. When discussing work, it is important not to look at what happened in the past but look to the future.</p> <p>Toilet Cleaning: A volunteer is needed to help CA with this task.</p> <p>Urinal: Community Payback to be reminded to use the urinal instead of allotments.</p> <p>Insurance Cover: CA still waiting for a reply from the insurers regarding non-plotholders' cover. At present, members are deemed to be tenant members.</p> <p>Theft from shop: In light of a recent theft from the shop in which the tenant was identified and where tenants are told to report all incidents on their plots to the police, a decision how to deal with it was needed. Two suggestions were made: a) termination of tenancy and b) report to police. Proposal: Inform police of the crime and ask advice. Proposer JS, seconder MP. For: 6 Against: 0 Abstentions: 2 AGREED. Police to be contacted by JS. Final written warning of breach of tenancy to be sent to the tenant including a) if any further incidents occur, there will be immediate eviction from site b) no tenancy of any additional plots for 2 years.</p> <p>Dogs: Incidents of dogs on plots have been reported. The possibility of these being foxes was discussed but dismissed. Cameras have not highlighted any dogs in the past. Some members of Community Payback have a problem with dogs. Dog owners must be with their dogs at all times. Health and Safety legislation where food is served will be looked into for the next meeting.</p>	<p>MM, CA</p> <p>TM, JR, TF</p> <p>DH</p> <p>DH</p> <p>JR, TF</p> <p>JR</p> <p>JS</p> <p>DH</p> <p>MM</p>
<p>10 Next meeting Tuesday 3rd January at 7pm</p>	

The meeting closed at 21.44