

MRALGA  
Minutes  
Monthly Trustees Meeting Wednesday 4<sup>th</sup> December 2019

**Attendees:** Dave Moon ( DM ) , Maria Moon (MM) Carol Andrew (CA) Myra underwood (MU), Rebekah miller (RM ), Joe Cox (JC), Sue Moore(SM,) Mark Moore (MAM) and David Osborn (DO)

Minutes taker Suanne Phillips (volunteer)

Agenda item	Action
1 <b>MM Welcomed all for coming</b>	<b>MM</b>
2 <b>Trustee roles allocation</b>  Chair MM: proposed JC seconded MU Vice chair: DO proposed CA seconded MU Secretary: CA proposed by MU seconded by MAM Publicity and events RM proposed by MM seconded by CA Maintenance DM: Proposed JC seconded MU Treasurer and catering MU: proposed CA seconded MM Health and safety Sue Moore security MAM proposed JC seconded CA Plots: DO with support from MM: proposed MU seconded CA Research and development JC proposed CA seconded MU	
3 <b>Emails for web site allocation</b> Email for events RM , admin and secretary CA Discussion re Current Facebook is being used illegally RM could not get access to Facebook page as it was linked to a page not a profile RM read an official statement regarding the use of Facebook and the protection of tenants It was decided that 2 people should oversee the entries on to the website and Facebook. CA said about a process information sheet for Facebook RM to write Social media policy proposed CA seconded MU	<b>RM</b>  <b>CA</b>     <b>RM</b>
4 <b>Trustee meeting dates and events dates</b> Events leaflet and dates were discussed in preparation for a new leaflet as draft prepared by RM RM suggested that the possibility of the AGM in October and CA explained re AGM dates and plot payments 40 day payment period. formal thanks were given to MU, MM, DM, and DO for all work done AGM be held on 21 <sup>st</sup> November. all agreed meeting and event dates	<b>RM</b>
5 <b>.Matters arising from AGM</b> <b>The Camera's to be reviewed and discussion at next trustees meeting.</b> Suggested use of gate camera to identify who is leaving the gate open and they should be spoken to. MaM to review camera and position. Car park to be painted in dry weather including a grid box to avoid people blocking other people's entrance and exit from their plots.	<b>MaM</b>

	<p>People need to park more carefully. <b>Suggestion made to use barriers in the meantime</b></p> <p>A Tenant raised a personal issue and stated that he felt unsupported by Trustees. J Cox said that we will discuss the situation with the tenant as the AGM was not the appropriate forum.</p>	
6	<p><b>Treasurers report –</b></p> <p>MU provided a Barclays update regarding monies and transferred from Nat west and the account for the reserve.  CA asked if Barclays had a coin machine this and they do not have one.  Discussion regarding expenditure  RM role was discussed and a budget &gt;Discussion regarding new A frames which will cost £90 plus paints and materials at an extra cost £30 this was agreed proposed by CA seconded by MM.  It was decided that a colour printer was not needed as we have sponsor to help with cost of leaflets etc.  Laptop not required  Trolley needs looking into  Fridge Freezer on hold pending possible donation.  Wacker plate which will cost £500 discussion followed re tracks DM to get a quote  RM mentioned that a laminator was being donated by SM / MM.  DM suggest a shed for a log store discussion followed.</p>	<p><b>MU</b></p> <p><b>Mu</b> <b>RM</b></p> <p><b>DM</b></p> <p><b>SM</b></p>
7	<p><b>Administration Tasks</b></p> <p>Thanks given to RM for set up of new filing system.  CA is to produce a NAS membership spread sheet for the fees and process., New trustees list and notify the council of the elected officers.  CA thanked SP for the new phone.  CA made a suggested regarding metal notices  Companies house and the charity commission needs updating re new trustees and accounts  CA husband is willing to work in the background with the website etc</p>	<p><b>CA</b></p> <p><b>CA</b> <b>MU</b></p>
8	<p><b>MRALGA Log book update since last meeting</b></p> <p><b>None</b></p>	
9	<p><b>Maintenance</b></p> <p>Plan of works moving forward and projects.  productive road works plots 270-239 area CPBack further work  CA more materials needed for next year. Community payback to get rid of overgrowth on vacant plots .</p>	<p><b>DM</b></p>
10	<p><b>Events report –</b></p> <p>DO gave congratulations to MU and MM for an excellent wreath work shop  9<sup>th</sup> May dig for victory and as an allotment we should fully participate in this RM SM mentioned re-enactment Discuss at a later date with events team.  Discussion about crafts for children at the Christmas party  Events detail to be confirmed for 2020</p>	<p><b>Events team</b></p>
11	<p><b>Security Report –</b></p>	

	<p>Perimeter and cameras have been checked by MAM  Cameras need to be checked before buying new ones MAM asked about reviewing the camera on the laptop  MM asked about orange barriers to aid security</p>	<b>MAM</b>
12	<p><b>Community payback work – Log sheet</b>  To update as work is planned and then on completion</p>	
13	<p><b>Creature control</b>  MU asked if the rat situation has improved, CA stated to get on top of this CA she needs more assistance at present there are 190 boxes on site.  Plots need to be kept tidy and compost bins covered so rats are not attracted</p>	
14	<p><b>Plots – DO</b>  DO: Gave a written report regarding plots  . Unpaid and clearance of vacant plots only 4 plots remain unpaid.  We have 8 plots only available others need clearance  DO has asked two tenants to contact him  skips needed to get rid of rubbish  Discussion regarding bees on a plot of an unpaid tenant . tenant to be contacted  SM asked about a letter sent to a Tenant and further action</p>	<p><b>DO</b></p> <p><b>CA</b></p> <p><b>DO</b></p>
	<p><b>Shop Report</b></p> <p>Shop to shut from the 21st December until the 2<sup>nd</sup> February. open on Saturdays only during this time and to commence 4<sup>th</sup> January  Notice to be made for shop doors and the gate</p>	<b>CA</b>
15	<p><b>A.O.B</b>  No other business.  Meeting finished at 8.03 next trustees meeting is the 8 January 2020</p>	