

MRALGA

Monthly Committee Meeting 07/02/2017

MINUTES

Attendees: Tony Matthews (Chair), Carol Andrew, Matthew Andrew, Maria Moon, Mac Painter, Jake Sale

Apologies: Terry Fisher, David Holt, John Raymond

The meeting opened at 19.10

Agenda item	Action
<p>1 Welcome and Minutes TM welcomed trustees. January minutes amended then signed as correct.</p>	
<p>2 Matters Arising MRALGA website up and running: COMPLETED JS to enquire about RollOnROff form for website: ONGOING Welding – signed off: COMPLETED Letters of thanks: COMPLETED Letter to Mr Douglas – still no reply: ONGOING Dongle and card for internet access. Supplier passed by DH to CA & TM: ONGOING. Broadcast to be produced once a month - admin team to email and print copies for hut and shop. TM to start preparing first Broadcast for 1st March. Possibly include an annual calendar. Each area to feed into the Broadcast. Cost of greenhouse racking – under budget: COMPLETED Security system –original quote sent to MP: ONGOING Investigate if CVS has free data protection advice: ONGOING Police contacted regarding theft from shop, no further police action: COMPLETED Incident number needed for file: ONGOING Online purchases must be exactly as requested by requesting trustee, not a substitute or replacement</p>	<p>JS DH TM MP DH JS DH</p>
<p>3 Chair's Report All trustees and volunteers thanked for all their work regarding Potato Day. An updated shop rota is needed. There are not enough people to man the shop, supervise CPB and make tea. MM to get volunteers for tea rota. <u>Priorities:</u> Help needed with putting water tanks out and plot inspections. Inspections to start w/c Saturday 25th March 2017. Richard to help TF. Proposal plots to be inspected bi-monthly but monthly for those with issues For: 5 Against: 1 AGREED Paperwork and time frame process needs to be followed up after inspections. Information collation needs tidying up. There are 3 or 4 locked plots where access is needed. For first plot inspections, committee to ask for access on that day. If the tenant does not show, the committee will then ask for a key.</p>	<p>TM MM TF</p>
<p>4 Secretary's Report DH & CA now Companies House email contacts. Accounts filed at Companies House.</p>	

	<p>Dessicant bags & Bio bags have arrived. A3 laminator & pouches have arrived. New locks and hasp fitted to sheds on community plot. Security company details passed to MP. Leaflets printed. Awaiting distribution. Hozelock watering system progressing. Rear of log burner – Fire Service recommend Intumescent paint – expected cost £50 – further investigation into suppliers. DH to liaise with MP. Letters asking for Easter donations to be written.</p>	<p>DH DH</p>
5	<p>Treasurer’s Report Accounts were presented and agreed. 25% of spend already covered because of pre-order potatoes.</p>	
6	<p>Maintenance Report No maintenance report Maintenance workbench – JS needs to get a few more things for it to be ready. Tools/equipment not up to standard. A decent toolkit is needed for maintaining the site, costing in the region of £1000. There is some equipment but no circular saw, chisels, measures etc. JR, TF and any interested party to discuss. Wish list to be brought to next committee meeting, unless ready beforehand. 3 quotes needed for all equipment. An agreement was reached in principle by all trustees present that a new tool kit should be purchased but exact costs and justification is needed. When the maintenance room is being sorted, all like equipment to be put together.</p>	<p>JS JR, TF JS</p>
7	<p>Security / Fire / H&S Report Fire Service generally happy with MRALGA’s precautions. DH has sourced and costed items recommended by the Fire Services inspection. DH to keep MP updated regarding cameras. Easter event is not to be held in the orchard as there are too many hazards for children. Risk assessment to be completed. Preventative fire box for petrol – needs stickers putting on. If petrol cans screwed tight, then should be safe in the metal box. 2 handle holes need to be sealed. Outside of fire exit doors need to be signed as fire exits. All 5 doors need No Smoking signs. 2 more fire extinguishers to be purchased for the back door – DH investigating.</p>	<p>DH MP JS MP DH</p>
8	<p>IT Report MRALGA Website up and running. TM to complete log in. More content ideas are needed for website, together with photos.</p>	<p>TM</p>
9	<p>Vermin Report If tenants put poison on their plots, JS will not be responsible for the plot. JS will no longer be responsible for chickens on the site. JS gave an overview of the process of vermin control on site.</p>	<p>JS JS</p>
10	<p>Events Report Only 2 main committee members to be present at any Events meeting, unless invited to attend by the events committee. The 2 members are MM & JS. If either cannot attend, then a substitute trustee must be arranged. Willow Weaving event – expenditure is almost the same as income from tickets. JS</p>	<p>MM, JS</p>

<p>confirmed no further outgoings. CA commented that long-term expenses for equipment could be added.</p> <p>National Arboretum – CA asked if children were allowed to attend. JS to check with events team and report back.</p> <p>CA asked JS to inform events team about possible financial problems raised with coach trips in the event of cancellation.</p>	<p>JS</p> <p>JS</p>
<p>11 Kitchen Report</p> <p>MM stipulated that the kitchen area must be kept clean and tidy at all times. It is often left in a poor state when she is not there.</p> <p>The top shelf of mugs in the cupboard is for committee members only – they are not to be used for the general public.</p>	<p>ALL</p> <p>ALL</p>
<p>12 AOB</p> <p>90 day letters sent to tenants of plots 272,354,316 and 388. There are no sheds on the plots so a check to be made on Thursday before going on the vacant plot list. Vacant plot notices can then be put on the plots.</p> <p>All incidents must be recorded in the log book. Trustees to initial entries to show they've been read.</p> <p>Tenancy forms need to be kept in one place. When completed, put in bottom tray.</p> <p>In the shop, there is a book for all events tickets. The cashier must complete all details for all tickets being sold.</p> <p>Feedback from the Potato Day – one customer said that the prices were too high.</p> <p>Community Payback van – must be parked in the front car park by the gates.</p> <p>Rubbish – CA could not access the toilet for cleaning purposes due to rubbish being put there. CPB to move it on Thursday.</p> <p>Tables out the back need to be stacked to make a safe walk through. The area is unsafe at present and needs tidying.</p> <p>Watering system for greenhouse – quote of approx. £183 received. It will keep the greenhouse wet in summer and will run from the water butts (with feed added if required). PROPOSAL To purchase the solar panelled watering system. AGREED unanimously</p> <p>Decision made not to order a further 3/4 sacks of potatoes that have sold out.</p> <p>RHS membership – decision made to renew RHS membership for the coming year.</p> <p><u>NSALG briefing</u> – CA explained the structure of county and regional bodies. CA asked if the next quarterly meeting (to be held on Saturday 8th April 2017 at 2.30pm) could be held at MRALGA. 18 people maximum with tea and coffee to be provided. NSALG will make a donation for use of the room. PROPOSAL proposed by MM. AGREED unanimously. NSALG will pay for a new National Allotment Week banner for the site.</p> <p>Spare seed order forms from National needed so they can be given to tenants.</p> <p>Community Payback's attendance is erratic. MM to message Diane to find out why.</p> <p>Sunday CPB is causing possible legal problems as their supervisor is not supervising them. There is a considerable amount of work for them to do but because of lack of supervision, TM & TF spend a lot of time with them. MRALGA is being made legally vulnerable. 2 trustees (TM & JS or CA) to speak to the supervisor.</p> <p>Follow up on lease needed. Still waiting for the Borough Solicitor. Check that a note on membership has been put in the lease that tenants must be members of MRALGA. Must connect tightly with the tenants' copy.</p>	<p>JS</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>TM</p> <p>TM</p> <p>TF</p> <p>JS</p> <p>CA</p> <p>CA</p> <p>MM</p> <p>TM, JS/CA</p> <p>DH</p>
<p>13 Next meeting</p> <p>Tuesday 7th March at 6.45 for 7pm</p>	

The meeting closed at 21.50