



<p>4 Secretary's Report  DH now the contact on Information Commissioner's database.  DH now the contact for Companies House. DW &amp; MW removed themselves but still receiving emails concerning annual returns. DW &amp; MW removal now confirmed. CA to be second contact.  Confirmation statement (old Annual Returns) filed and accepted by CH.  Accounts to be filed in near future following consultation with the Independent Examiner. Filing date 30/6/17. Check also if HMRC need a copy.  Awaiting delivery of Dessicant bags for PC stowage and Bio Bags for toilet.  6 Big Cheese traps to be ordered this week.  Mobile phone purchased. Number is <b>07564 649 137</b></p> <p>NSALG sample contract to be emailed to all trustees.</p>	<p><b>DH</b></p> <p><b>DH</b> <b>DH</b></p> <p><b>DH</b></p> <p><b>DH</b></p>
<p>5 Treasurer's Report  Accounts were presented and agreed.  Christmas Event financial report given for distribution at Events Committee meeting on 7/1/17. The event was held for the allotment community with no expectation of making a profit. However, after deducting cost of decorations and outfits (to be used again next year), a small profit was made. Surplus selection boxes were given to charity and donated toys given to the Keech charity.  Community Allotment: member to contact bank, check amount of funds and write a cheque to MRALGA and MRALGA will allocate funds. Decision at future meeting.</p> <p>Request for A3 laminator. Cost approx £20 + £10/100 pouches. <b>AGREED</b>. MA to email DH and DH to purchase.  Discussion on cost of rubbish removal, mainly regarding plot 0A. CA &amp; TF to visit plot 0A on Thursday to check condition and decision to be made subsequently.</p>	<p><b>MA</b> <b>DH</b> <b>CA/TF</b></p>
<p>6 Maintenance Report  Sheds on community plot: " embers coming on Thursday to sort tools etc. Decision made to remove old locks and put 2 new locks on sheds.  Water troughs: 4/5 new troughs to be installed. 1 for VS needs new posts and pipework. 1 at hut needs repairing.  Plots under 90 day notice. 8 plots involved, 90 days expired by latest 1/1/17. TF checking these and MP to help on Thursday. These 8 tenants signed an agreement to work their plots but if extenuating circumstances are given, these will be taken into account. Trustees were again reminded to set an example to other tenants regarding the state of their plots.</p>	<p><b>DH/TF</b> <b>TF</b></p> <p><b>TF</b> <b>MP</b></p> <p><b>ALL</b></p>
<p>7 Security / Fire Report  Robin Doughty from Bedfordshire Fire Service will visit the site on 4/1/17 to assess all fire and safety hazards and MRALGA's precautions. MP to liaise. DH to help.  Security for sheds including back perimeter fence being investigated. Includes a) solar powered infra-red beam and b) sensor wire along the fence. CA to send security quote for hut to MP.  DH has phone no of company providing tracker cameras for Old Warden Church – will contact them for details of setup.  Improved security camera system needed in and around the shop. 2 needed inside and 2 outside linked to a recording device. MP to investigate further.</p>	<p><b>MP</b> <b>DH</b> <b>MP</b> <b>CA</b></p> <p><b>DH</b></p> <p><b>MP</b></p>

<p>8 Vermin Report  No report.  Outline of DEFRA procedures to be explained asap.  DEFRA alert shows managing rats is important for the avian flu outbreak.  Some tenants have queried if current equipment and poison already stocked will be used. JS to reply.  Updated list of chicken holders and plots with empty coops to be given to JS and a copy kept with the poison box. Anyone to be able to access the list but NOT the poison.  Long term improvements to poultry coop guidelines: Current DEFRA standard to be used as MRALGA standard for all chicken holders. In the event of a notice from DEFRA, the chickens can then be brought in and kept under cover.  MRALGA is responsible for policing standards of poultry care.  Set standard to be drawn up for all plotheolders with chickens to adhere to.</p>	<p>JS  JS TM</p>
<p>9 Events  CA emphasised the need for total transparency with any finance involved with any events.  Too many charities benefitting from events could complicate the bookwork and make it unmanageable. MRALGA’s charitable status might also be in conflict.  Decisions on money given out must be made by the main committee, not the events committee.  When tickets are sold through the till at the shop, an event form MUST be completed giving details of names, amount, date, number of tickets, who took the money etc. Events committee to provide form for each event.  No tickets can be reserved for any event – tickets must be paid for immediately.  Events team to be asked only to arrange maximum one event per month in order to prevent confusion of ticket money.  Budget for events to be presented to and decided by main committee for every event.  Events team to be a rolling team rather than an elected committee so that events can be planned from year to year.</p>	<p>MM/JS  MM/JS</p>
<p>10 AOB  MRALGA publicity leaflet circulated. These are to be distributed to doctors’ surgeries, community centres etc. Record to be kept of where they are delivered so there is no doubling up - to be kept with the posters in the hut. DH to take some to food bank centre.  New and larger board to be put up near entrance to site. New posts needed. TM showed proposed sign. Quote for enlargement to 1m x 1.2m given as £38.39 plus additional £18 to laminate – <b>APPROVED</b>.  Discussion regarding building a log shelter on community plot, removing polytunnel cover and moving the frame, re-siting greenhouse. Possibility of shelving already in the greenhouse.  Hoselock watering system to be investigated. Batteries for water control equipment to be changed.</p> <p><b>Insufficient time to discuss the following:</b>  <b>Prioritising Jobs:</b> 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</p>	<p>DH  TM  DH</p>

<p>show all members what is being done or is hoped to be done in the future.</p> <p><b>Log Burner:</b> 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><b>Toilet Cleaning:</b> A volunteer is needed to help CA with this task.</p> <p><b>Dogs:</b> Some members of Community Payback have a problem with dogs. Dog owners must be with their dogs at all times. Further discussion regarding Health and Safety legislation where food is served will be looked into for the next meeting.</p>	
<p>10 Next meeting Tuesday 7<sup>th</sup> February at 6.45 for 7pm</p>	

The meeting closed at 21.34