

MRALGA

Monthly Committee Meeting 04/07/2017

MINUTES

Attendees: Maria Moon (Acting Chair), Carol Andrew, Matthew Andrew, Terry Fisher, David Holt, Andy Lyman, John Raymond

Apologies: Tony Matthews, Mac Painter, Jake Sale, Richard Stevens

The meeting opened at 19.00

Agenda item	Action
<p>1 Welcome MM welcomed trustees and visitors to the meeting. June minutes were signed as correct.</p>	
<p>2 Matters Arising Camera updating – ONGOING – system previously agreed to is no longer available. Alternative being sourced Fire extinguishers– ONGOING Lease update –ONGOING Blue lights for alarm – ONGOING Fire door –ONGOING To be fitted within 2 weeks Capillary matting – ONGOING Outside lights around the building – ONGOING. Purchased halogens for rear, LEDs for front. Need cable and then attaching. DM to supply cable. DH to attach Safe - ONGOING cannot find one locally with agreed specifications, still looking Unsigned letters – CA consulted a lawyer who confirmed unsigned letters are still valid as long as the recipient has a name or address to write back to Eviction letters – DH & CA queried the 7 days’ notice to quit as being too short a time frame for a tenant to reply. To be discussed at next Policy meeting Tools – some are still not being recorded in the logbook, especially CPB loans</p>	<p>DM, DH AL</p> <p>TM</p>
<p>3 Chair’s Report No report.</p>	
<p>4 Secretary’s Report Outstanding letters to be worked on within a few days. Plot Inspection and Notice to Quit letters will be prioritised Debris netting ordered for sale in shop – to be approx. 69p/metre.</p>	
<p>5 Treasurer’s Report Water bill of £1050 to be paid, with £334.85 already having been spent. Prediction that this year’s water bill will be the highest to date. JR to take water metre readings every fortnight Events finances always include shop vouchers given at the Annual Show. These are deducted from events to balance the shop finances Plant Sale generated £746 after costs, an increase on last year MRALGA is in a very good position financially Trustees to decide at end of year how funds will be spent</p>	<p>JR</p> <p>ALL</p>

<p>Accounts agreed Beds, Bucks & Herts association are donating £50 for using the huts on Saturday, 8th July.</p>	
<p>6 Security Following the break-ins of Sunday, 18th June 2017: Cameras are now redirected to get photographic evidence that would assist the Police Suggestions from tenants about their views/feelings on the break-ins and what they would like to see happen include: Solar powered lighting in the vicinity of the suspected entry point (the skate park) Signage regarding the fact that cameras are recording on site as a deterrent After hours patrols (Police now have keys) Obstacle/planting to make it more difficult to get from the fence into the site Anti-vandal paint to fence and adjacent post The July Broadcast has a number of suggestions regarding security going forward, along with reminders about stealing water on site and illegal entry to other tenants' plots. September Broadcast to again include warning that tenants must not enter another tenant's plot without prior permission A suggestion was made to cut the hedges down near the entry point but this was rejected as it would not deter intruders The entrance gate is still being left open after shop hours Tenant of plot 390 reported that someone had cut down a plum tree and brambles on the plot – CPB and maintenance team definitely did not cut them but will clear away debris CCTV signage to be made clearer at front gate Tenants are to be encouraged to mark any equipment etc as none of the stolen goods returned by the Police was marked. DH to provide further security marker pens and put on display Smart water can be on site but costs £75/yr for a licence – no decision made Water theft from plots – cameras and vigilance needed Returned stolen items – perhaps a lost property stand at the Annual Show</p>	<p>JR, TF AL DH AL</p>
<p>7 IT Report More photos are needed for the website. Electronic inventory completed – photos and serial numbers taken Shop price list to be sent to MA as either a Word or PDF document</p>	<p>DH</p>
<p>8 Fire / H&S Report No report New tenant is a First Aider and willing to help at any event Risk Assessment is needed for all events – a generic version to cover all basics and then add-ons for specific events. This will identify and reduce possible risks</p>	<p>MP</p>
<p>9 Maintenance Report 3 tanks installed and valve replaced. Need 5 extra tanks and top boxes. CA to order. 2 weeks delivery. Maintenance team to decide where the tanks are installed. There is sufficient manpower to carry out the work Notices regarding not washing tools etc in tanks to be put on all tanks Maintenance team to try on Wednesdays to pre-empt CPB use of tools on Thursdays Fire doors must be purchased and fitted before the Annual Show. PROPOSAL – Get</p>	<p>CA JR, TF JR, TF JR, TF</p>

	estimates for supplying and fitting 2 doors. Proposer: DH, seconder: TF. AGREED unanimously. DH to get 2 quotes, AL to get 1 quote Suggestion for purchasing a fuel bunker rejected	DH, AL
10	Creature Report No report	
11	Events Report Quiz Night on Friday 14 th July. Tickets need selling. DH to order jacket potatoes and fillings. Salad to be made by refreshments team. CA to source individual ice creams. Gardening Club talk on Saturday, 5 th August on Seed Collection, Cuttings and Propagation. CP to email DH poster for printing	DH MM, CA CP, DH
12	AOB Rotas – still need names CA to contact chimney sweep Microplots - 4 possible tenants on list but 1 has now backed out because of delay. Priority List of jobs to be done: 1. Tanks to be installed 2. Microplots to be completed: Wood edging, strimming and spraying and then tenants contacted 3. Cable for lights 4. Lights to be attached to walls	CA JR, TF JR, TF CA DM DH
13	Next meeting Tuesday 1 st August at 6.45 for 7pm	

The meeting closed at 20.37