

MRALGA
Agenda
Monthly Trustees Meeting Wednesday 1st July 2020
6.30 pm

Present Maria Moon (MM) Dave Moon (DM) Myra Underwood (MU) David Osborn (DO) Helen Whelen (HW) Mark Moore (MaM) Sue Moore (SM) carol Andrew (CA)Rebekah Miller (RM)														
Agenda item		Action												
1	Chairs report MM welcomed and thanked everyone for attending.													
2	<p>Treasurers report During the Covid 19 outbreak I have continued to work on the accounts, banking fortnightly and balancing the accounts each month. I have worked with David Holt and Tony Mathews reviewing closely the trading hut stock levels. Thank you to David and Tony for their hard work in managing the trading hut during this difficult time. Sincere thanks to Carol for her support in checking and signing off the accounts each month. We have four signatories on the bank accounts with complex mandates in place. Joseph Cox (resigned trustee) was a signatory and we therefore are required to fill this vacancy as per finance policy. C A offered and RM to check monthly accounts, All agreed to proposal Reserves contingency fund discussion. MM and DM proposed increase to gate Emergency fund of £500. All agreed</p> <p><u>3 x water collection points</u> 1. By plot 196 which has been divided into 2 ½ plots 2. By plot F 3. By plot 391 additional further along</p> <p>It is hoped that this will support those tenants who do not have direct access to a water tank or experience difficulties with slow filling of tanks due to low water pressure.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Wood, post fix concrete and nails</td> <td style="text-align: right;">£433</td> </tr> <tr> <td>Roofing sheets x 15</td> <td style="text-align: right;">£182</td> </tr> <tr> <td>IBC'S</td> <td style="text-align: right;">£150</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£765</td> </tr> </table> <p><u>Lap top</u> Mark needs use of laptop for security and checks Cameras on Saturdays. With Covid 19 with us and we do not know how long for it would be advisable that an additional laptop is purchased for Admin. The additional reasons are; Able to take home for email run .Work from home on database, letters and email with assistance from Matt who is a great deal quicker than me and he built and adapted database. Invoice run we can prepare at home and update when payment is made. A bit less work for me as Matt supports. Also looking at email use for future. Matt has kindly researched and reviewed 3 suitable laptops which range in price from £330 to £350 Warranty£35 Briefcase £25 Anti-Malware £57 Mouse £8 Microsoft Office £17 Total £492</p> <p><u>9 x water troughs</u> Reasoning: Replace existing baths with tanks Add troughs to those water stations that have a tap only</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Quote from McVeigh for 9 tanks + fittings</td> <td style="text-align: right;">£ 909.79</td> </tr> <tr> <td>Bespoke fitting</td> <td style="text-align: right;">£60.00 Total £969 79</td> </tr> </table> <p>Replacement door for hut (at exit to greenhouse/Polytunnel area) Current door is warped, wood swells in the winter, locks do not line up with frame and it requires two people to close and lock the door. Awaiting quote £500? Repair to wood store shed</p>	Wood, post fix concrete and nails	£433	Roofing sheets x 15	£182	IBC'S	£150	Total	£765	Quote from McVeigh for 9 tanks + fittings	£ 909.79	Bespoke fitting	£60.00 Total £969 79	MU
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<p>Currently not fit for purpose but repairable. It has been suggested that we use some of the metal roofing sheets previously purchased and stored for emergency repairs to the hut roof. In addition repair will require the purchase of 6 posts to repair the shed frame. Wood posts £50</p> <p>Skip email Council and review if further skips needed</p> <p>Crushed tarmac for track repairs G Moores £400</p> <p>Enviromesh (£256) tunnel benches Wood for bench framing £ 168.48 if required</p> <p>Mobile hand washing unit</p> <p>We currently have a unit in the hut and the compost toilet shed. It is thought that we would benefit from have a 3rd unit for use during outside events such as the show, plant sale. In addition the unit could be used in the event room by Community Payback workers. £300</p> <p>Padlock Cost £70 Proposed to purchase all by RM and MM all agreed</p> <p>Do thanked CA and MU for their support</p> <p>Thanks were given to DO and trading hut team for managing produce and sell plants during shop opening hours. Also volunteers helped with watering.</p>	<p>CA/DM</p> <p>CA</p>
<p>3 Plots status</p> <p>Plots in general in good standard of cultivation and upkeep. Plot inspections completed recently. Phone calls made by MM and in general positive and helpful replies.</p> <p>Further plot inspections to be made in August before plot invoices are sent out.</p> <p>Long waiting list</p> <p>3 plots should be ready for allocation soon. There will be other plots available in October.</p> <p>We require further starter plots and could utilise land at back of 158.</p> <p>£50 Rotovation cost of 2 areas Proposed by MU and DO all agreed Mr Thompson to be asked</p>	<p>DO</p>
<p>4 Secretary's report</p> <p>Since Covid meeting on 14/3 2020 we have corresponded using email, what's app and discussion when possible</p> <p>Site notices were made, updated website and email run to manage site during COVID pandemic</p> <p>The trading hut remained open and after a meeting of CA, DO MU and volunteer Tony a plan was agreed to serve people outside with social distancing. PPE 2 meter spacing and tables to keep safe. Preparation for the weekend on Fridays by CA, DO MU, Tony and David H when they were available. Including labeling plants and potting on. Tenants verbally thanked and emailed trustees for their thoughtfulness and time volunteered to enable them to continue to access garden supplies and chicken food.</p> <p>We have received many emails and calls for plots and now have a waiting list.</p> <p>It was agreed by majority of Trustees that bonfires cease during pandemic with residents isolating and respect Fire services asking Bedford residents to refrain from lighting them. Also concern that if there was an incident we would have to call out emergency services that are extremely busy supporting COVID pandemic.</p> <p>Comments were raised with regard to the Trading and CA spoke to B.B.C .Councilors and Allotments Officer who support our reasoning and social distancing management. The Mayor also contacted us to see if we needed any further support.</p> <p>We agreed to cancel Easter event, plant sale and Quiz night and VE day event</p> <p>We have had 3 bouts of intruders on site and vandalism. MU, DO, and CA checked the site and tenants were informed. Since, we have met with PCSO Rachel Parrot. Who will drive around the site and park when on duty and able to. Fence repairs made by Ma M and Dave C. Fortunately we were able to return tools found to a tenant. All trustees now have email contact details of PCSO.</p> <p>CA and MU submitted the annual report and return to Companies house and Charity commission</p> <p>Community paybacks have been unable to support DM, Lisa, CA and DO have managed to mow and weed some areas of the site</p> <p>A Tenant reported seeing another tenant attach a hose to a communal rain water harvester and we agreed to attach notices to prohibit this happening again.</p> <p>We agreed to hire a flail mower and tractor for maintenance by DM and purchase of Chain saw. DM painted car park area. Area 198 now has 2 new tenants.</p>	

<p>Fly tipping on site. Mattresses and furniture. MaM has checked the cameras and unable to identify perpetrators.</p> <p>The gate being left open. Reminder notice appears to have improved the situation</p> <p>Area around greenhouse and new poly tunnel tidied and paths mowed.</p> <p>RM designed new membership card and we all agreed purchase which was part funded by Dave Thompson.</p> <p>Letters were sent to identify tenants to clarify COVID status as plots appeared unworked.</p> <p>CA and DO were approached by hospital radio for a VE day video about allotments. DO, MU, CA and David H were videoed. The video went out on Hospital radio; Facebook and is accessible via website.</p> <p>Agreed plants donated to TIBBs and Sue Ryder, registered charities.</p> <p>Volunteer Jack straightened the gate bolt and assisted with DIY in the communal room.</p> <p>All events cancelled this year.</p> <p>HW is helping MM manage the site mobile</p> <p>We agreed no second plots as waiting list is growing.</p> <p>B.B.C parks department were contacted about over hanging trees rear of site and MaM met with Graham from the council. Work pending</p> <p>Resignation received from trustee Joe Cox.</p> <p>MU arranged for faulty fridge freezer to be replaced and is now I in the kitchen. We also agreed to purchase another hand washing unit</p> <p>A Tenant emailed suggesting a one way system around the site, repair to a water tank and consider addition to mains supply. It was suggested to ask tenant to raise at AGM as a proposal with a plan and possible resources needed. Tank repaired. Additional rain water harvesters will be added to site when we are able to</p> <p>I received two complaints and both issues have now been dealt with in writing and both complainants appear happy with resolution</p> <p>A grass snake has been killed. Posters, Facebook and website to be used to raise Wildlife awareness</p> <p>A tenant is donating used scaffolding planks to MRALGA for projects.</p> <p>Trading hut supplier `s costs and deliveries agreed by quorate of trustees available.</p> <p>Old trailer. Trustees agreed for swop with a tenant for a larger wood burner, pending</p> <p>Newsletter collated by RM and admin emailed to tenants, members and added to website.</p> <p>Emails, phone calls with CPback to assess risks and planning meeting for their return on Saturday 13/6. Phone call received and Community pay back returned on 27/6. Preparing for the weekend and cleaning volunteers are needed. Notices and lists have been made. Thank you MU for extensive cleaning in huts and loo, well beyond your treasurer's role.</p> <p>The communal room and toilet are closed and only accessible by working volunteers and community pay back as agreed in their assessment.</p> <p>Community pay back will now support on Thursday and Saturdays. Assistance to clean and sanitise is needed.</p> <p>Padlock damaged, worn and replaced by DM and previously in April (repaired)</p>	
<p>5 Bonfires</p> <p>CPback are only able to support with bonfires if we have two fire wardens DM and MaM agreed for this weekend. Suggested we ask tenants to support moving forward.</p> <p>Propose DM and RM to reinstate bonfires all agreed this weekend and to be reviewed monthly HW offered to make a notice for the gate</p>	<p>DM MaM</p> <p>HW</p>
<p>6 Maintenance</p> <p>Plan of works moving forward and projects</p> <p>CPBack site work: Thursday Clear by micro shed and rear of huts. Saturday Tidy areas where rain water harvesting are being built mowing Strimming Bonfire, chop logs</p>	<p>CA</p> <p>DM</p>
<p>7 A.O.B</p> <p>Park Tree guy to be followed up</p> <p>Newsletter August</p> <p>Meeting closed 7.45 next meeting August 5th 6.30 with social distancing</p>	<p>MaM</p>