

MRALGA

Monthly Committee Meeting

06/06/2017

MINUTES

Attendees: Tony Matthews (Chair), Carol Andrew, Terry Fisher, Andy Lyman, Maria Moon, Mac Painter, John Raymond, Jake Sale, Richard Stevens
Apologies: Matthew Andrew, David Holt

The meeting opened at 19.04

Agenda item	Action
<p>1 Welcome TM welcomed trustees. May minutes were signed as correct.</p>	
<p>2 Matters Arising Camera updating – ONGOING – see security report Fire extinguishers– ONGOING – waiting for one more that has been ordered Lease update –ONGOING Blue lights for alarm – ONGOING – see security report Tenancy agreement - COMPLETED Transgressions – COMPLETED. Number of letters sent etc to be published in next ‘Broadcast’ Fire door –ONGOING No recommendations yet so go ahead and agree on door etc. See Treasurer’s report Capillary matting – ONGOING but hope to complete by end of June/beginning of July. Outside lights around the building – ONGOING . JS sent costings. Need 3 or 4 of the same as already have. PROPOSAL: AL to purchase lights. Proposer CA, seconder JR, AGREED unanimously. AL to email committee</p>	<p>JS AL</p>
<p>3 Chair’s Report TM away for next committee meeting on Tuesday 4th July. MM to chair. Note this will be an open meeting. Broadcast - Items for next edition to be sent to CP. CP to ask DO for ‘monthly tips’. Volunteers needed for helping with shop delivery this Thursday 9.30-10.30 Trugs – wheels to be fitted on one end for easier movement. Micro plots – blue roping to be put up.</p>	<p>TM, MM ALL ALL ALL JR, TF JR, TF</p>
<p>4 Secretary’s Report Letters all up to date. 1st & 2nd inspection letters sent out. Motorcycle/moped and foul language letter sent. Thank you to Sue Oliver for her help in obtaining a Police presence at the Plant Sale Day. Also asked her to chase up road markings at the Academy/Allotment access. Academy has approached the council on this matter. Asked to have maintenance carried out on the Eastern side of our gates, mainly to lop the overhanging tree branches. NOTE – lopping is the school’s responsibility but MRALGA can lop at the fence boundary and return the branches.</p>	<p>JR, TF</p>

<p>Insurance claim progressing. A commendation from the loss adjustor for the excellent presentation of the claim. Thank you to CA in sorting out and providing the historical accounting data for the claim.</p> <p>NOTE - Rowan tree by front gate needs trimming.</p>	<p>TF</p>
<p>5 Treasurer's Report</p> <p>Insurance money to arrive later this week. Independent examiner said to record as income and mark as expenditure.</p> <p>Tools already replaced.</p> <p>Hasp on door needed.</p> <p>Quote for fencing repairs and padlock received.</p> <p>Not insured for loss of money – AL has quotes for safe. NOTE – fireproof safe unnecessary. A key system is fine with 4 keys. PROPOSAL – Source a safe and spend up to £100. Proposer: AL, seconder: CA. AGREED unanimously. AL to source and email committee. To be installed asap.</p> <p>Beds Rural Charity Commission – no longer providing a service. Peter Hammond is willing to take on the accounts but in a different form. CA to meet him in July. Donation to charity of their choice instead of a fee. MRALGA to approve the charity choice.</p> <p>Wood for micro plots – approx £150 so to use poles instead. Need 15 x 8ft gravel boards, 6-8ins deep. To be re-measured on Thursday then buy locally.</p> <p>Cover for polytunnel – already agreed to use the £500 budget from generator sale. Hoops, similar size to current, will be approx £200 (£60 each) plus plastic £100-£150 so total £300-£350.</p> <p>Suggestion that extra left from this year's income to be ring-fenced for stock orders, events and buying plants up front. Future plans can be presented at this year's AGM.</p> <p>Type 1 – 12 tons to be ordered via Mick George.</p> <p>Suggestion to purchase a Kubota – approx £8-10K but end room to be sorted out first. Money could be ring-fenced for it and also a possible advance of a grant for buying it.</p> <p>Suggestion to buy a log splitter in order that Community Payback can be used more efficiently, ie spreading type 1, kerb stones etc</p> <p>Quote for supplying and fixing 2 doors, frames, ironwork, kitchen ceiling of £500 received from Dave Moore of Flitwick. Decision made that quote is too vague. Need fire door for between maintenance room and events room. PROPOSAL: JS to repair door in café area and make green door safe asap. Proposer – TM, Seconder AL. AGREED by majority. JS set target to be completed in 1 month.</p>	<p>AL</p> <p>CA</p> <p>JR, TF JR, TF</p> <p>CA</p> <p>DH</p> <p>TM</p> <p>JS</p>
<p>6 Security</p> <p>Cameras – No particular activity caught on camera but possible fly tipping adjacent to plot 173.1 Anti-social behaviour on another plot.</p> <p>No recent reported incidents of theft from site.</p> <p>A Tesco trolley has reappeared on plot 243. AL to speak to plot holder again but formal letter sent by DH to be seen before taking further action.</p> <p>Safe – see Treasurer's report.</p> <p>Prices obtained for camera kits – supply only. Dependent on any insurance requirements.</p> <p>Camera needed by the tipping area – there is a post/shed to hang it on. AL to target it. 2 plots targeted with cameras. Anti-social behaviour from a tenant – camera to be moved accordingly.</p> <p>Note was made that a camera will deter vandalism, deter theft from the</p>	<p>AL, DH</p> <p>AL AL</p>

	<p>greenhouse & polytunnel, deter rubbish being dumped and deter shoplifters but it is also a target as it is likely to be stolen. PROPOSAL: System with 8 cameras to be bought for around £480. Proposer - AL, Seconder - JS. AGREED unanimously. AL to source.</p> <p>An alarm with noise and light is the primary prevention system for break-ins. 3 sensors are needed. AL to source spec of alarm for shop - must be able to send a text to multiple numbers.</p>	<p>AL</p> <p>AL</p>
7	<p>IT Report</p> <p>More photos are needed for the website.</p> <p>Electronic inventory being carried out.</p> <p>Website up to date.</p>	
8	<p>Fire / H&S Report</p> <p>Building all compliant except for fire door and 1 extinguisher.</p> <p>Risk Assessment outcomes from Plant Sale Day:</p> <ul style="list-style-type: none"> • Lack of organisation and co-ordination on the day • Restricted labour hindered erection of gazebos • Restricted labour impacted on the Risk Assessment survey because the surveyor was seconded to assist with other work • The events room had not been totally cleared and a lot of what had been cleared was piled up by the fire exit, endangering a safe exit in an emergency • Work that could have been done days before, plus removing the pile by the fire exit, was left until the morning of the event. Again highlighting the lack of labour, the events room was not set out ready for the guest speaker in enough time • The Risk Assessment was not completed until some time after people had come on site. The requirements that 2 people carry out the survey and sign the Risk Assessment sheet was ignored as there was no other person available • Several items on the Risk Assessment sheet that required action were ignored and that is totally unacceptable <p>MP was thanked for all his hard work to cover all stations with his Risk Assessment.</p> <p>At the Easter Egg Hunt, MP had time to brief all volunteers; at the Plant Sale, there was no briefing. Need to ensure there is a slot for H&S/Events briefings on the day. There needs to be an Event Lead with a plan of work and who is responsible before the day. PROPOSAL: JS to be Event Lead to support DO at events. Proposer – TM, Seconder – JR. AGREED For: 8 Abstentions: 1</p> <p>A Risk Assessment is not needed for the Willow Weaving event.</p>	<p>MP</p> <p>JS</p>
9	<p>Maintenance Report</p> <p>All work going well – 5 tanks and 1 bath installed, 3 taps replaced, 2 trees cut down and all plot inspections completed.</p> <p>All work done should be always put into the Broadcast so all members are aware. JR and TF to give to CP.</p> <p>A fixed area, bottom left hand corner, to be included in the Broadcast for statistics of number of letters and eviction notices sent out. To give to CP.</p> <p>Keys: Master key to go in key cupboard. MP not given a full set of keys. All trustees to check they have a full set of keys.</p>	<p>JR, TF</p> <p>ALL</p>

<p>When anyone borrows tools, it must be recorded in the book. For CPB, supervisor signs the book. 3 shovels have not been returned in the last 2 weeks. A wheelbarrow was seen where the type 2 is stored.</p> <p>TF to put padlock on chainsaw.</p> <p>No trees to be cut down until the end of August as it is now bird season.</p>	<p>TF JR, TF</p>
<p>10 Creature Report</p> <p>6 plots inspected for rats but they are mostly moles.</p> <p>3 bait detectors and 3 poisons put down.</p> <p>Avian flu – new outbreak but does not affect Bedford yet. However, preparation should start now so interested parties should agree standards. JS requested electronic copy of standards of all MRALGA policies but not sent. This is needed before updating can be done. CA to send to all trustees asap.</p> <p>The August trustee meeting will brainstorm MRALGA’s vision for the future regarding a policy review.</p>	<p>JS</p> <p>CA ALL</p>
<p>11 Events Report</p> <p>Quiz Night on Friday 14th July. Gary Black to be quizmaster, meal to be jacket potato with 2 toppings followed by individual ice creams. Posters and tickets needed.</p> <p>Event fliers will no longer be produced, just A4 and A3 posters displayed on the noticeboards. Events display board also to be used.</p> <p>New banner for the Annual Show is needed – decision deferred.</p> <p>A5 dispenser for show brochures is needed in the shop and café areas – JS to source.</p> <p>Active promotion of events is needed.</p>	<p>JS, CP</p> <p>TM JS</p> <p>ALL</p>
<p>12 AOB</p> <p>Rotas – shop, tea and new plot rotas need completing. To be raised at July open meeting. If insufficient volunteers, the tea room should not open as the shop has higher priority. To be put into July Broadcast. The shop needs a core team of volunteers so others to be sought.</p> <p>Future plans for loading/unloading heavy deliveries, ie compost, to be discussed later.</p> <p>Charges for clearance of plots: 1 plot is neglected, overgrown bindweed and wine bottles around. No notice to quit has been served but 2 letters have been sent. Another tenant has told the committee that the tenant is leaving but the plot owner has not informed anyone to date. CA to contact the tenant regarding plot release form, key return and coming in for a final plot inspection.</p> <p>A suggestion was raised as to increasing the deposit and rent in order to employ contractors. No decision reached.</p> <p>Time taken to evict a tenant is taking too long. Timings of letters and length of time for appeal to be addressed. Suggested timings:</p> <p>1st letter – If weeds are not cut within 14 days, MRALGA will trim them but will not accept any responsibility for damage to your plot. The 1st letter must have clear instructions that if we do the work for them and they pay but keep it untidy, they can be asked to quit.</p> <p>2nd letter – sent out 30 days later – You have not done enough on your plot so you have 14 days to deal with it or you will get a notice to quit.</p> <p>3rd letter – You have 7 days to quit.</p> <p>All letters sent must be signed or they are invalid.</p> <p>Rent must be paid ONLY in the hut, not through a 3rd party.</p> <p>Standards of sheds people are allowed to build is concerning – some are dangerous. To be discussed at next meeting.</p>	<p>TM, MM</p> <p>TM</p> <p>CA</p> <p>TM,CA,DH</p> <p>DH</p> <p>TM, MM</p>

A complaint has been received about a plot that has a shed made of pallets that is too big.	
13 Next meeting (Open) Tuesday 4th July at 6.45 for 7pm	

The meeting closed at 21.59