

Minutes
 Monthly Trustees Meeting Wednesday 5th February 2020
6.30 pm

Attendees Maria Moon (MM), David Osborne (DO) Carol Andrew (CA) Dave Moon (DM) Joe Cox (JC) Susan Moore(SM) Mark Moore (MAM) and Rebekah Miller (RM)
 Apologies sent Myra Underwood (MU)
 Minute taker Susanne Phillips (volunteer)

Agenda item	Action
1 Welcome by Chair MM welcomed all to the meeting	MM
2 Minutes of previous meeting and matters arising No queries minutes signed and delivered	
3 Chairs report G Moore now has a key so they can deliver on days when trustees are not there. MM has not caught up with the tenant requesting school visits hopes to sort this out next week	MM
4 Secretary`s report Archiving cabinet has been moved to office. Need time to go through old files and shred documents as policy. The Wall planner is now in place with colour coding for meetings and events. Please could all complete holiday dates. General letter to all tenants to be finalised with MM, DO and then mail run. Envelopes to include events brochure. Collection of letters from the trading huts and remainder posted after a week or so. Please could all who check the post box place any post from post box and Tenancy and membership forms in the folders for processing. Folders in top draw filing cabinet Please ensure all tenant and membership forms are completed fully and clearly. If you are unable to read any writing when the tenant/ member completes the forms please seek clarification. Phone rota not working well. We need to reinstate a trading hut rota to spread the work load and support each other. I attend quarterly Beds Bucks and Herts County NAS meetings and regional meetings. If anyone would like to attend the meetings please let me know. Funding for Dig for victory banner requested and hopes other sites may also have their own event. Matt (my husband) has updated the website. I have emailed Philip Carr about the hut lease and he has contacted the Boroughs solicitor.	CA

5	<p>Treasurers report - Mu sends her apologies. Accounts have been emailed to trustees.</p> <p>Accounts balanced and emailed to trustees prior to going on holiday. Paper copy given to David Osborn. I have access to Barclays Business online banking which I use to access the statement and to balance the account. Barclays account switch was due to take place on 22.01 2920 but failed. I emailed Pamela Paul, Barclays Bedford Business Banking Manager for advice. Reason for switch failure is unclear. Pamela suggested in her reply that we transfer the Nat West funds ourselves. Plan is to discuss process with bank signatories on my return home from my holiday. Following items have been purchased: Log splitter ,paper Shredder ,3 x A frames ,Fridge/freezer and Ink cartridges for black and white printer 2 x polytonal frames purchased as original plan to use second hand frames proved impractical. Wild life cameras and scan discs, Plug plants and seeds for the plant sale. Socket cable reel Please accept my apologies for not sending the amended finance policy to date. Plan is to forward to trustees when transfer of Nat West funds is completed</p> <p>Catering Kitchen has been deep cleaned .Fridge freezer, pedal kitchen bin purchased Letter received from Bedford Borough Council requesting contact to arrange food hygiene inspection. Catering lead phoned the council and awaiting return call from officer to arrange inspect visit. Maria Moon to complete level 2 food hygiene course. Kindest regards Myra Treasurer and Catering lead</p>	
6	<p>Health & Safety COSHH SM has researched to see if we need these and which we do. A COSHH folder for items being used must be maintained. CA brought up the use of environmentally friendly products as Bedford Borough are doing this and may expected MRAGLA as it is council owned property</p>	SM
7	<p>MRALGA Log book update since last meeting Nothing in log book which is good news</p>	
8	<p>Maintenance Plan of works moving forward and projects. Hedge cutting has been done; water collection point will be done this week. Gravel for poly tunnel and will need 2 bags of sand and 4 by 4. Discussion followed the safety element RM asked would it not be better to get paving slabs with grit to prevent slipping DM said that would be very expensive. A debate followed re interlocking squares which will solve the safety problem. It will cost around £70.00 for 40 slabs, would need to get 80 DM looked on Amazon and found these were cheapest. Pea shingle would cost £46 per bag. It was proposed by CA for this to go ahead and seconded by SM all in agreement DM now has a log splitter which works well. DM asked when the water was going to be turned back on CA said the 1st April is the usual date. Damage has been done to water tanks by tenants crashing into them. DM needs to repair the water pipes. Due to the weather the tracks are in a bad state of</p>	DM

<p>repair. MM mentioned tenants manure spilling on to the track which does not help the situation. More volunteers are needed to help put down the crushed tarmac.</p>	
<p>1 Security Report – Cameras – 2 cameras are up and running. MM suggested that one camera is used to put on tenants plots when needed to see who is doing damage , dumping rubbish or stealing property Scrap man MAM to phone scrap metal merchant to collect when necessary any scrap metal should be put at the end of the plots</p>	<p>MAM</p>
<p>10 Plots – DO One new plot has been allocated since last meeting leaving 7 remaining Plots 301,309,313,391,169.1 and 255 have rubbish for next skip. Plots 377 and 309 have been half covered. 2 rolls of black plastic have arrived but will wait to next week before applying to vacant plots as high winds are expected at the weekend. Plot 290 has been cleared and trees pruned DO thanked DM. Plot 390 has 5 big bags filled with mainly plastic waste. Burn weekend saw large amount of wood and brambles burnt a further bonfire will be needed in March to complete the task. A skip will be required for all the waste. Mr Thompson will rotate plots 290 and 196 on Saturday the 8th February. CA asked about cost it will be £90. DM asked whether the orchard was being extended or new plots created. A tenant asked about the orchard being extended. CA mentioned the sites statutory status regarding turning the area into plots as this may be required. CA said this will require extensive work and planning if in time the area is needed for plots. Orchard, DO is going to check how many trees there are and it was brought up that a polite notice should be put up about picking fruit.</p>	
<p>11 Events and publicity report – Face book progress RM gave a presentation on how the Facebook page would work. MRALGA now has its own Facebook page waiting to go live once the trustees agree. RM explained that it was totally safe and locked .Only those with authority to use this page can access. A separate events page has been set up that tenants etc. can input. RM went in detail how this would work. MAM and RM will be the moderators of the site. CA asked for clarification regarding the event page this was explained to her satisfaction. RM has emailed the person with the bogus Facebook page and has asked them to remove it. JC praised RM on taking the time to set up the Facebook page MM and CA thanked RM also. CA proposed that Facebook should go live and was seconded by JC all trustees agreed</p> <p>Dig victory event plans are going well RM and a member of the events committee have planned out the marquee with bunting and flags etc. for the cost of £26. There is going to be two baskets of fruit one present day and the other 1945 which will later be raffled Mel Fisher is looking into getting a singer CA asked if we needed a music licence it was discussed and as no payment is involved this will not be a problem</p>	<p>RM</p>
<p>12 Shop report We are waiting on the Doff pre-orders to be delivered. I have been given Thursday 13th February as the expected date by Growells. I am away on that</p>	

<p>day.</p> <p>I will need to check the stock on the Weed Membrane, Fleece, and Netting etc. I will add this to the Doff delivery date once the Trustees have approved the order.</p> <p>I will check with Dave Oz to see if we need any additional Fothergill seeds, we still have some space on the racks.</p> <p>I have bagged up some of the Green Manure and the new variety Terrain Pea in 100gms.</p> <p>I am still awaiting a 2020 price list from Growells. I am also awaiting an answer on Spray Bottles, ideal for misting the flowers of beans etc. Will check how competitive we could be if they have a suitable item.</p> <p>I will be evaluating the new "pH" testers. I have a chemical test that I can compare with. When I am happy we can offer the Tenants the use of them.</p> <p>The new price list has now been completed as far as is possible. I have extracted the bulk seeds, onion sets and shallots from the main list and produced a separate list. These have been passed to admin for updating the website.</p> <p>Chris from the Reinhold Gardening Club has started to help me out in the shop. I will train him up in slow time if he decides to continue. It was agreed that DH shop manager can go ahead order extra seeds</p>	
<p>13</p> <p><u>Creature control</u></p> <p>Please could trustees remind all tenants and members of the importance of a tidy site, allotment husbandry and turning compost? I have checked and reviewed all bait/monitoring boxes on site. I have removed six and added 9, approximate time taken 25 hours for 200 boxes. Thanks to DO who has helped with untidy areas and my safety. Five boxes placed on a very overgrown and untidy vacant plot. DO and I have been working on the plot to make it safer for community payback to clear. Large amount of rubbish including carpet.</p> <p>The perimeter of the site by the houses has several plots that store items /rubbish behind sheds and brambles over grown. Please could tenants be asked to tidy up as a health and safety issue when checking boxes. I often have to move items to access the boxes.</p>	<p>CA</p>
<p>14</p> <p>. Community payback work – Log sheet</p> <p>Worked on tarmac, bonfires, logs and tidying plots DM praised the payback team on their hard work. CA suggested a shift rota for trustees to be there to open up and not to have to be there all day and another person locks up. Better time management</p>	
<p>15</p> <p>A.O.B</p> <p>MM has received a letter from Helen Whelan requesting to be a trustee MM read the letter and it was proposed by CA and seconded by MM all agreed to invite Helen to become a trustee.</p> <p>External hand washing sink is required should be self-closing tap. DM suggested a free standing sink. MM said we need a plumber to install this.</p> <p>JC donated a till and MU a printer</p> <p>DO asked about arranging 2 trips and perhaps allow Reinhold gardening Club members to join if they wish. CA asked if they have liability insurance</p> <p>Bedford Academy has asked for advice to develop a plot within the school grounds and DO will meet with them.</p>	<p>MM</p> <p>DO</p>

<p>Further discussion at the weekend with Tenants to clarify and manage language barriers Help yourself does not mean take it all. Tenants need to be precise and to be on plot when sharing produce. DM is going check what is needed for work on the site. RM mentioned paints</p> <p>Meeting closed at 7.57 next meeting is on the 4th March at 6.30</p>	<p>MM , CA,DO</p>
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