

MRALGA

Monthly Committee Meeting 07/03/2017

MINUTES

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

The meeting opened at 19.05

Agenda item	Action
1 Welcome and Minutes TM welcomed trustees. February minutes were signed as correct.	
2 Matters Arising Dongle and card for internet access bought by MA – COMPLETED March edition of Broadcast emailed to members and printed for hut and shop - COMPLETED Investigate if CVS has free data protection advice - ONGOING Intumescent paint sourced but not ordered - ONGOING Easter donation letters - ONGOING Camera updating – ONGOING Fire extinguisher purchase – ONGOING Lease update – Borough council will revert when information is passed to solicitors – ONGOING	DH DH DH DH DH
3 Chair's Report <u>Two volunteers</u> as possible new trustees – Andy Lyman and Richard Stevens Proposed: JR, seconded: TF UNANIMOUSLY agreed. DH to contact and invite both in for discussion <u>Tenant of plot 152</u> has died. Condolence card to be sent. In future, a condolence card is to be sent from MRALGA to the family of any member who has died. <u>Banter.</u> Some people are uncomfortable with the high level of banter in the shop when tenants are present so please could it be reduced. <u>Thursday's rubbish skip.</u> Skip arriving at 7.20 and leaving at 4pm. Free lunch for volunteers. As many trustees as possible needed to help on Thursday. The shop will still be open. Plot 302 to be cleared of glass etc. Tenants are to bring their own rubbish to the skip and the scrap merchants will come later. <u>Lease</u> – it is a complicated document because of the way it was initially drawn up. DH to email Philip Carr with copy to Liz Bunting querying re tenants or ploholders not referred to as member tenants. Would be better for Liz to negotiate with the solicitor. <u>2 plots are in breach of appeal.</u> (90 days given). Plot 388. 1 needs inspecting if it has not been worked on. Letter to be sent telling the tenant they need to remove the chicken coop etc. No response to letter sent to tenant of plot 316. Letter to be sent saying if he wants his fruit trees, he must remove them within 14 days. APPROVED UNANIMOUSLY	DH CA DH ALL ALL DH DH DH

4	<p>Secretary's Report</p> <p>DH to review agreements from the plot inspection letters. Those not adhered to or unacceptable reasons given will have terminations sent.</p> <p>Letter to be sent to tenant ordering Multistock food and not paying for or collecting the order.</p> <p>DH to liaise with MA regarding database logging processes.</p>	<p>DH</p> <p>DH</p> <p>DH, MA</p>
5	<p>Treasurer's Report</p> <p>Accounts were presented and agreed.</p> <p><u>2 proposals</u>: 1) 6-yard skip due on 9/3/2017 to be paid for from the community allotment fund as plot clearance. AGREED unanimously. 2) Rent for 2 community allotment plots to be paid from community allotment fund for this year.</p> <p>Concession £50 or £90 internal transfer to plot income. £50 AGREED unanimously.</p> <p><u>Generator</u>. MA to put on e-bay with reserve of £500. Manual and logbook to be found. If JR cannot find them, they can be downloaded from the internet.</p> <p><u>Electricity</u>. IRESA has a good deal ending this month - £17 direct debit per month with no exit charge. CA & DH to investigate and decide.</p> <p><u>Tools</u>. Plug trays for greenhouse to be discussed by DO & JS</p>	<p>MA</p> <p>JR</p> <p>CA, DH</p> <p>DO, JS</p>
6	<p>Security / Fire / H&S Report</p> <p>Risk Assessment for Easter Egg Hunt completed.</p> <p>MP felt cameras were not preventative but favoured infra-red movement alarms with flashing lights. Periphery lights are cheap and easily available. MP to investigate further. DH to source blue lights. Alarm linked to MRALGA mobile rejected. DH commented about the possibility of a PCSO being designated.</p>	<p>MP</p> <p>DH</p>
7	<p>IT Report</p> <p>88 members (49%) are opening their emails sent by MRALGA.</p> <p>Email to be set up for TF on maintenance team.</p> <p>MA to produce leaflet for trustees outlining how to access their MRALGA emails.</p> <p>As some email addresses are written incorrectly or unknown when tenants sign up, suggestion put forward to post out a copy of the tenancy with their invoice to give tenants the time to complete all the details at home and return it hopefully already filled in when paying.</p>	<p>MA</p> <p>MA</p>
8	<p>Maintenance Report</p> <p>1 water butt pipe re-connected, 1 more to do. In the back row, many have broken posts.</p> <p>The 2 back rows need more tanks along the back. Suggestion to put taps higher rejected.</p> <p>Number of extra tanks needed to be decided by next meeting.</p> <p>Water is being turned on 1st April. JR & TF to do a test run for leaks the week before.</p> <p>Maintenance team would like all pipework to be same size.</p> <p>Tenant at far back corner should have her tank installed asap as she is the last plot in the system.</p>	<p>JR, TF</p> <p>JR, TF</p> <p>JR, TF</p>
9	<p>Vermin Report</p> <p>No report.</p> <p>Mouse reported in the shop. TM to email JS</p>	<p>TM, JS</p>
10	<p>AOB</p> <p><u>Community allotment proposal</u>. Looking from the huts, LHS are for micro-plots which need clearing before offering to tenants. Tenants can have more than 1 but</p>	

<p>after that should be encouraged to have a half plot. RHS could be used as community plots for vulnerable adults on Thursdays from 10–12.30. If in a year’s time it is not proving successful, they can be converted to micro-plots, depending on the speed of set-up. If a tenant needs a carer to access the community they live in, then they will need a carer on the plot. CA prepared to oversee the group and MM offered to help too. If no supervision is available, then CA will tell the group beforehand. AGREED unanimously.</p> <p><u>Plot Inspection Processes.</u> Bi-monthly plot inspections to start 25th March. No inspection reports are needed for OK plots, only those that need a letter. 1 copy for plot holder, 1 for file and 1 for TF/JR. DH to source and get quote for triplicate books. Process: 4 weeks to improve, go back to re-inspect, further letter if no improvement. CA to get National Allotment document on the subject. Need to find exact regulations and then draft information to be put in the Broadcast. Tenants need to know if their plot is OK but as there is no letter, perhaps include this in the Broadcast message. Perhaps at next AGM, outline a clear process and reduce from 90 days to 60. Tenants must be told to read their agreement before signing the tenancy. The MRALGA mobile number and email address to be put on tenancy agreement forms. DH to write the communication regarding the process of plot inspection, including the need for access etc.</p> <p><u>Roaming chickens.</u> A letter and an email have been sent by TM to 2 tenants regarding their chickens being out. Tenant of plot 219 had chickens out for the second time. Any incident must be written in the log book. Latest DEFRA leaflet to be printed and displayed in the hut.</p> <p><u>Transgressions.</u> Written records must be kept of any transgressions by tenants then DH will send a warning letter.</p> <p><u>Plot 152.</u> There are tools left in the shed following the passing of the tenant. MP to investigate asap.</p> <p><u>Emails from DO.</u> 1) Request for projector screen for speakers at events but he will be asked to use the blank wall instead. 2) Request to use the hut for a celebration on Saturday 20th May from 12.30–2pm. As long as the event is allotment related, it is OK. As his email said it is for his friends on the MRALGA site, it is OK. AGREED. TM to tell DO.</p> <p><u>Easter Event budget.</u> £50 to be ring-fenced if needed. Easter opening for shop to be Thursday, Saturday and Sunday.</p>	<p>CA MM</p> <p>TF, JR</p> <p>DH</p> <p>CA</p> <p>ALL</p> <p>DH</p> <p>CA</p> <p>DH MP</p> <p>TM CA</p>
<p>13 Next meeting Tuesday 4th April at 6.45 for 7pm</p>	

The meeting closed at 21.40