

# MRALGA

Emergency Corona virus trustees meeting Saturday 14<sup>th</sup> March 2020

**Attendees** Maria Moon (MM), David Osborne (DO) Carol Andrew (CA) Joe Cox (JC) Susan Moore (SM) Mark Moore (MAM) and Rebekah Miller (RM) Helen Whelan (HW)  
Apologies sent Myra Underwood (MU)

| 1   | Action By                 |
|---|---------------------------|
| <p>Email from MU received:<br/>Hi everyone, I have telephoned Carol and expressed my thoughts. These are in line with Carol's and I have asked her to speak on my behalf tomorrow morning.<br/>Kindest regards Myra</p>   |                           |
| <p>Chair MM opened the meeting, thanking everyone for attending at short notice.</p> <p>MM then asked RM to discuss her thoughts about events.</p>  | MM                        |
| <p><b>Events</b><br/>RM proposed that the Easter event should be cancelled and the dig for victory event postponed, all agreed. Quiz nights to be reviewed nearer the date of the event.</p> <p>Plant Sale: The use of an extra portable sink and sanitizer (if available) will reduce risk to members and the public. All trustees agreed to the purchase of a second portable sink at estimated cost of £350. CA to liaise with MU.</p> | RM<br>All and events team |
| <p>DO mentioned the use of green netting around the marquee to reduce risk from increased temperature.</p> <p>Risk assessment to be completed by SM for plant sale.<br/>CA will email SM the risk assessment template for plant sale assessment and an additional MRALGA site assessment to include the actions agreed today</p>  | CA/ MU<br>SM<br>CA        |
| <p>All trustees collectively assessed risks, actions necessary and identified resources needed. CA mention rota of tasks and more people needed to support with cleaning.</p>   | ALL                       |
| <p><b>Mains Water supply</b><br/>The proposal to turn the water on early was agreed by all. Tenants to be advised to use gloves when using communal taps.<br/>SM asked about legionnaire checks and SM to research if additional control measures are needed.</p>   | DM/MM<br>SM               |
| <p><b>Communal areas:</b><br/><b>Tea room:</b><br/>Maintain current cleaning. Toys removed to storage, bookcase sealed and we should not accept any more garden magazines for the time being.<br/>The 2<sup>nd</sup> portable sink for use in the tearoom and also the plant sale.<br/>Office equipment to be cleaned regularly and after use.</p>  | ALL                       |
| <p><b>Kitchen</b><br/>Current practice needs to be maintained. SM recommended disposable aprons and gloves to be used. All trustees decided to turn the mains water on to allow the dishwasher to be used and running water for general hand washing and cleaning</p>   | ALL                       |
| <p><b>Security</b> possibility of theft of crops was mentioned</p>  | All aware                 |

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| <p><b>Trading huts</b><br/>David has anti back wipes for cleaning the till, scales and other surfaces he will ask all helping in the trading hut to clean routinely. Gloves are available if anyone wishes to use them.</p>   | <p><b>All Volunteers</b></p>                   |
| <p><b>Toilet facility</b><br/>All hard surfaces to be cleaned when the trading hut closes on Thursdays Saturdays and Sundays including the new sink. CA and MU will continue to clean the facility .CA asked if anyone else could pitch in and help.</p>  | <p><b>CA/ Mu and additional volunteers</b></p> |
| <p><b>Growing area</b><br/>If more than 2 volunteers are working in the area gloves should be worn.</p>   | <p><b>ALL</b></p>                              |
| <p><b>Maintenance room</b><br/>SM advised that tools should be cleaned with antibacterial when returned to the huts. MM to inform Community Payback.</p>  | <p><b>MM<br/>All using</b></p>                 |
| <p><b>Plot Inspections</b><br/>DO advise to keep to the paths between plots. There appears to be plots that have not been worked from October 2019 and tenants will receive letters.</p>  | <p><b>DO/CA</b></p>                            |
| <p><b>Agreed communication methods / notices emails Facebook etc.</b><br/>Site noticeboards and gate Corona advisory notices to be prepared by RM.<br/>A general notice for members will be written by RM and CA for events noticeboard, Facebook page, emailed to members and printed for the trading hut. SM offered to enlarge notice to A3 size for event noticeboard<br/><br/>CA asked about a group What's ap for mobile correspondence. RM offered to set up with security settings.<br/>All Trustees present at the meeting with mobiles agreed</p> | <p><b>RM<br/>RM/CA<br/>SM<br/>RM/CA</b></p>    |
| <p><b>AOB</b><br/>The proposed purchase of Enviromesh for new growing tunnel was agreed by all and signed purchase order completed. MM and DO to sign cheque and purchase to be made from Dagnall trading hut</p>   | <p><b>MM/DO</b></p>                            |
| <p>It was proposed that a review meeting is arranged in two weeks' time, All present agreed</p>   | <p><b>All</b></p>                              |