

Minutes  
Monthly Trustees Meeting Wednesday 8<sup>th</sup> January 2020  
6.30 pm

Attendees: Rebekah Miller (RM) Sue Moore (SM) Mark Moore( MAM ) Joe Cox (JC) Dave Osborn (DO) Myra Underwood (MU) Dave Moon( DM ) Maria Moon (MM) Carol Andrew (CA)

Minute taker Suanne Phillips (volunteer non trustee)

<b>Agenda item</b>	<b>Action</b>
<p>1 <b>Welcome by Chair</b> Thanks for coming and welcome especially on this cold night</p>	<b>MM</b>
<p>2 <b>Minutes of previous meeting and matters arising</b> Bees on plot tenant has now paid Only one tenant not paid but this is on hold due to circumstances Rota to be created for the phone between DO,MM,MAM,RM,CA, and MU</p>	
<p>3 <b>Chairs report</b> Horse muck delivery to be arranged. It was suggested the G Moore's should have a key, but wait on answer re the question on weed killers used and confirmation received. A discussion followed re safety DO pointed out the manure was free. A tenant asked whether a group of school children could come on site to see how allotment life runs. Discussion re safe guarding as safety is paramount it was pointed out that children have a risk assessment from the school before any trips. It was agreed that this was a good idea and MM will discuss further with tenant.</p>	<b>MM</b>
<p>4 <b>Secretary`s report</b> Database and manual files all up to date. Archiving completed and will revisit in May in compliance with our data protection policy Please could the archive cabinet be moved from the storeroom to the office area. Please could we find a new home for the events cupboard NAS encrypted tenant membership spreadsheet sent to NAS Corby. This was delayed due to late payments of plots by tenants. MU has paid the fees and MRALGA insurance, thanks. Community payback questionnaire completed and returned as agreed with MM. Noticeboards updated with trustees list and positions Filing cabinet now has a draw for seed orders and supporting paperwork. There are now 3 folders in the top draw of the filing cabinet: 1) for treasurer post 2) admin post 3) new tenancies and membership for processing Please could all who check the post box place any post from post box and Tenancy and membership forms in the folders for processing. Please ensure all tenant and membership forms are completed fully and clearly. If you are unable to read any writing when the tenant/</p>	<b>CA</b>

<p>member completes the forms, please seek clarification.</p> <p>There are a few empty ring binders if anyone needs one for their role. Please could everyone file their own paperwork and keep the office area tidy. Please do not leave meeting notes lying around.</p> <p>E.g. Fire services annual check in May, once completed the report needs filing in health and safety section. The invoice should be sent to the site.</p> <p>I will purchase a wall calendar and add important dates such as plot payment time and Companies house return and charity commission report. Please could everyone add any holidays or unavailable dates. There is a lot of unseen work and we need to support each other and know who is doing a job, resources needed and timelines.</p> <p>Phone rota to be completed</p> <p>Please may we consider a shredder for the office The old donated one no longer works. I will recycle the shredding for chicken bedding.</p> <p>Please may I have some more paper and a backup printer cartridge.</p> <p>Please could a heater be placed in the office area.</p> <p>If anyone needs support or letters printing, please supply content. My husband Matt is happy to assist me with excel spreadsheets and data. CA husband is also happy to continue to manage the website. We are looking at updating the photographs and site info with support from RM.</p>	
<p>5 <b>. Treasurers report –</b></p> <p><b>BARCLAYS UPDATE</b> current and savings account up and running MU is going to look into online banking. CA asked about restrictions on the account MU said she only wanted for information.</p> <p>The switch from Nat West this has still not happened MU is going to follow this up.</p> <p>Changes to policy MU will cascade trustees with changes</p> <p>MU asked about the different quotes for a shedder and the difference between them. It was suggested that they would go for the one from Argos at £24.99</p> <p>Proposed MU seconded by RM</p> <p>Question regarding ink cartridges how many 2 was suggested</p> <p>Proposed by MU seconded RM</p> <p>MU asked about a heater for the office area MU will look at the fan heater already owned. CA will check if it is working order. MU pointed out that the electricity cost would be neglectable as the cost with British Gas is much cheaper</p> <p>MU asked RM about the A frames which will going to be purchased at a cost of £90</p>	<p><b>MU</b></p>
<p>6 <b>Health &amp; Safety</b></p> <p>DH PAT testing report</p> <p>All appliances were PAT tested , A kettle failed and has been disposed of SM brought up the question if we need to have COSHH SM and CA discussed this SM is going to look into it.</p> <p>CA said the advice about ingested poison call emergency services. CA has notices on the gate Trading hut door and around the site. Call emergency services and they to give vitamin K .A discussion followed about access to</p>	

	<p>emergency vehicles it was felt t was up to the driver. MM said this was not something we need to worry about  MU suggested that we need to know what is safe to have in the kitchen.</p>	
7	<p><b>MRALGA</b> Log book update since last meeting</p> <p>No complaints</p>	
8	<p><b>Maintenance</b>  Plan of works moving forward and projects:  Wacker plate to be hired when needed rather than purchasing MRALGAs own.</p> <p>Hedge cutting to brought up by DO  DM will be doing this on a Sunday in February. Need signs to say hedge cutting in progress</p> <p>DM to look at the offer of a poly tunnel on the Saturday  Water collection point  Wood store: use potting shed and large crate donated by DM saving £250 on buying a shed  DM thought it would be good to have a wood splitter costing £268. DO ask about safety, DM training will be given. Proposed by MM seconded by CA to buy a petrol log splitter agreed by all trustees MU and CA debated if the wood burner needed any repairs  Debate about which material work the best on the tracks , type 1 or crushed tarmac CA suggested crushed tarmac it was agreed by all that the crush tarmac is better and cheaper  MU to phone through order and pay G Moore's  Mesh poly tunnel needs costing measurements 35 by 6</p>	<b>DM</b>
9	<p><b>Security Report – Cameras</b>  MAM has checked the perimeter of the site. MAM uses the laptop to see activity. New cameras 128gb to be purchased from Amazon at the cost of £170.99 plus 3 SD cards.  MM proposed and seconded by DM all agreed  Discussion about gate being left open by members this would be solved with cameras as it will show who the members that do.</p>	<b>MAM</b>
10	<p><b>Plots – DO</b>  DO gave an update on the plots  3 plots have been allocated on the 4/1/20 leaving 8 plots available  The following plots have rubbish for the skip 313, 309, 169.1, 255, 284  Wood on plot 376 is required by tenant on plot 169.1 who will remove it. CA suggested that people should give a donation for wood taken off other plots  Plot D and 376 need strimming. The area in the top righthand corner for the proposed extension of the fruit trees was re discussed. CA and DO mentioned that with the demand for plots we have to ensure we protect our statutory status.  It was agreed to remove bramble bushes for now and review later.  It was recommended that vacant plots are covered in black matting which would save strimming. It was decided to spend £80.00 2 rolls and review in 4 months to see if effective.</p>	<b>DO</b>

<p><b>11 Events and publicity report –</b></p> <p>DO very good Christmas party thanks to all those that made in possible. Special thanks to RM MU and MM</p> <p>RM wants to promote events and available plots on Social Media. RM wrote a social media policy which is to be read by the trustees MU is abstaining on the question of social media CA suggested that all policies should be read and agreed. Within 7 days and respond by email. JC wants there to be a moderator. Discuss further at next meeting when RM will present a draft Facebook page, alike a poster.</p> <p>Events SM is going check with the sponsor for the events leaflet RM will take over from DO officially as chair on 11 Jan 2020 at 11.30</p>	<p><b>DO</b></p> <p><b>RM</b></p>
<p><b>12 Shop report</b></p> <p>The Kings seeds pre orders are now out in coffee shop for collection. The soil testing meters are now available in the shop for use. We need to decide how we are going to use them. Do we go on plots and do the test at tenants' request, or let them out for a monetary deposit? I am still awaiting a 2020 Gromwells price list; I need this before I can complete the new 2020 price list for the shop. I also have to make up a small list for topping up low stock. DO a tenant and DH has made up a shopping list for plug plants for the Annual Plant Sale. I have sent the list and expected invoice price to MU and Admin. We have also made up the seed order for the shop sales along with the expected invoice price. Chicken feed has proven a bit of a problem over the holiday period. There was a run on grains and not many purchases of the normal pelleted food. I may have to make an order next Saturday. Expenditure re shop was agreed to buy plug plants from Suttons for in red white and blue at the cost of £145 this was proposed by CA and seconded by RM</p>	<p><b>DH</b></p>
<p><b>13 Creature control</b></p> <p>Work very time consuming. Please could trustees remind all tenants and members of the importance of a tidy site, allotment husbandry and turning compost.</p>	<p><b>CA</b></p>
<p><b>14 . Community payback work – Log sheet</b></p> <p>Move shed Poly tunnel</p>	
<p><b>15 A.O.B</b></p> <p>Additional Gazebo for events to link the existing gazebo and prolong the life of the marquee for the main events. Sort out event room DM suggested when the weather is better and clear out rubbish. JC No word on huts lease CA will email Phillip Carr Leaf mould should not be put on a plot but by the wood chippings for the use of all tenants.</p>	<p><b>All</b></p>

MU asked about a new fridge SM offered fridge from work only 2 months old needs to be a fridge freezer MM thought it should be purchased now CA agreed. MU is going get quotes and circulate.

DO asked whether we should get a new till for the plant sale. MU going to price up a battery operated till. JC may be able to donate one

Quotes from Mole seed catalogue for green manure not mustard as this is not good for rotating crops. Discussion followed re green manure. Mu to liaise with DH to place order for phacelia lanacet folia 2.5 cost £32.35

Meeting finished 9 15.

Next meeting the 5<sup>th</sup> Feb at 6.30