

# M.R.A.L.G.A Monthly Committee Meeting

<b>Meeting called by:</b>	Maria Moon
Date Tuesday 14 <sup>th</sup> November 2017 7pm Venue at the huts	
<b>Attendees:</b>	Maria Moon (MM), Terry Fisher (TF), John Raymond (JR), Mac Painter (MP), Matthew Andrew (MA), Alan Harrison (AH), Richard Stevens (RS), Dave Moon (DM), Andy Lyman (AL), Carol Andrew (CA)
<b>Apologies:</b>	Sue Moore
<b>Please read:</b>	Company Articles and Code of conduct
<b>Please bring:</b>	Reports written or verbal on the night
Agenda Topics	
1	Welcome
2	<p>Election of Officers and allocation of Trustees roles:</p> <p><b>Chair Maria Moon</b> proposed by CA seconded RS agreed unanimously  <b>Vice Chair Terry Fisher</b> proposed by MM seconded TF agreed unanimously  <b>Secretary Matthew Andrew</b> proposed by MM seconded TF agreed unanimously  <b>Treasurer Carol Andrew</b> proposed by MM seconded TF agreed unanimously  <b>Security Andy Lyman</b> proposed by RS seconded JR agreed unanimously  <b>Fire and Safety Mac Painter</b> proposed by JR seconded CA agreed unanimously  <b>Maintenance and plot inspection team: John Raymond , Terry Fisher, Dave Moon &amp; Richard Stevens</b> proposed by CA seconded MM agreed unanimously  <b>Catering Maria Moon</b> proposed by CA seconded AL agreed unanimously  <b>Shop Manager Alan Harrison</b> proposed by CA seconded MM agreed unanimously</p> <p>Events committee Trustees to attend MM and one other to be decided prior to each meeting.</p> <p>Sue Moore`s Role to be clarified at next meeting, possibly Minutes secretary.</p>
	<p>Future meeting dates  All agreed first Tuesday of each month. List to be circulated by <b>MA/CA</b> 3 Open  Trustee meetings.</p>
4	Break in 8/11/2017 discovered 9/11/2017

	<p>Insurance claim: Need bill for emergency roof repair and future work. <b>TF</b> to source 2<sup>nd</sup> quote. <b>TF</b> to research roofing grills. All agreed to purchase 4 Strimmers from Whites. <b>TF</b> to source. Maintenance team to install locked secure area for storage prior to strimmers arriving on site. Work to start on Thursday along with on-going security and alarm installation. <b>TF, RJ, RS, DM, AL</b></p>
5	<p>Any matters arising from AGM Discussion around Bonfires, current policy of first weekend of the month to continue.</p>
6	<p>Finance <b>CA</b> has a meeting with Peter Hammond 22/11/2017 and will update the trustees afterwards. <b>CA</b> went through Peters draft accounts. As stated at the AGM The independent examiner, Peter Hammond (a qualified accountant and inspector of charity accounts) said there were no concerns noted and discussion was not needed on any points.</p> <p><b>CA</b> proposed change of signing rules for MRALGA bank account to allow for 2 bank cards. One of 4 signatures <b>MM, CA, TF and AH</b> to use card /sign cheques. Purchases over £50 to be agreed at meetings or quorate . Completion of a Purchase Order form to accompany all cheque and card payments prior to being actioned. We have accounts with, Growells, Killgerm and Heygates. After discussion all Trustees agreed the new process. Finance policy to be updated. Bank mandate to be completed . Insurance. <b>CA</b> has looked at the figures from last year and will discuss with Shield the quote for this year for December's meeting. All agreed that we need to increase the building insurance. <b>AH</b> to research buildings valuation <b>CA</b> to speak to Philip Carr from B.B.C <b>CA</b> will also have further feedback from NAS for Decembers meeting..</p>
7	<p>Projects up date and work pending Installation of security equipment <b>16/11/2017</b> Fire doors <b>MP On-going</b> End room Double doors <b>CA</b> suggested we put on hold as we need to prioritise the roof work. All agreed Polytunnel extension money to be kept for now. All agreed Plan of Road works <b>MP</b> to draw up a plan and draft a formal letter for tenants of the plots affected to explain why the work is needed. Plots 618, 192 areas to be resized once plan is ready. Permit for Vicky Swaney`s company flat bed truck has been received to remove site rubbish. A Saturday to be agreed with Vicky and possible follow up with a skip.</p>
8	<p>A.O.B <b>TF</b> proposed that only Maintenance and Security Trustees have access to maintenance room. All agreed <b>CA</b> asked if plots, 257,304,305 and 307 are clear and ready for new tenants. <b>TF</b> confirmed that they are and new tenants to be contacted on Thursday. 406 to be checked. 180 major clearance works along with a few others. <b>AH</b> raised Tony Matthews's idea of marking all Association tools with lavender paint and to extend the offer to all Tenants. All agreed a good idea and should deter thefts from the allotment site. <b>CA</b> suggested that Plot letters are signed by Plot Inspection team and likewise any Fire and security notices, this will encourage tenants to discuss with the appropriate Trustee. Noticeboards and web site to be updated. <b>CA/MA</b> <b>MM</b> asked for volunteers to answer the site mobile phone.</p>

	<b>MP and TF volunteered to support MM and CA</b>
9	Close of meeting 9pm