

MRALGA

Monthly Trustees Meeting Wed 3rd September 2019

Attendees: Myra Underwood (MU), Maria Moon (MM), David Moon(DM), David Osborn(DO), Mark Moore(MaM), Joe Cox (JC), Carol Andrew (CA)

Apologies: Rebekah Miller(RM) and volunteer minute taker Suanne

Agenda item	Action
1 Welcome by Chair Thanked everyone for coming and keeping the Association moving forward	
2 Minutes of previous meeting and matters arising. IBC's for rain water harvesting have been delivered Wood sorted for structure End room doors being fitted 21 st September Repair to main access way pending machinery higher and discussion with Community pay back supervisor Padlocks purchased Strimmers and chainsaws repaired	
3 Chair's Report Thanks for keeping everything going and working hard to keep the site great and it's nice to have a few new volunteers about.	
4 Secretary's Report MM – thanked RM for her work JC still waiting for lease report on hut from Bedford borough.	
5 Treasurers report - MU Barclays contacted MM to clarify the list of trustees.. CA has contacted the Charity commission and Companies house and both lists are up to date MU has requested that key refunds be recorded on the cashing up sheets .Name and plot number. Water up to date 19/06/19 £2166 MU and MaM have been monitoring water meter readings. Electric readings appear lower this year.. <u>Extra Purchases requested</u> Fridge Freezer - £160 Proposed DO , Seconded CA – All Agreed Trolley for CA for rodent work £300 Proposed by MU seconded by DM, Looking at renting a flail at the cost £240 from the council yearly. Approximately 6 times a year	

<p>Vicky Swaney has agreed to Independently examine the accounts as she did last year.</p> <p><u>Projects for Next Year</u></p> <p>Micro Mesh for 2nd Poly Tunnel , paved area etc. DO - estimate £1000 Additional rain water harvesting areas and water tanks. Water -£1000 Water Tanks DM -£1000. All agreed for the money to be ring fenced. DM asked how to budget on projects i.e. water system next year. MU explained that she will ring fence funds .</p> <p>DO asked if any left over water funds can be used to upgrade current system. Further discussion and research needed.</p> <p>We need to budget and plan for trading hut stock once the new doors are fitted as we will be able to purchase more by pallet load</p>	
<p>6 MRALGA Log book update since last meeting No complaints or concerns raised</p>	
<p>7 Maintenance DM requested a plan to improve the ground outside the trading huts. A smoother surface for easy access and use of pallet truck. DM looking at quotes and plan of area.</p> <p>Roofing sheets need to be ordered for rain water harvesting collection points. All agreed</p> <p>Tank 44 needs new tank Tank 45 new top box 1 tank more to be fitted Tank by 633 to be checked for underground leak. Tap fitted on tank by Tibbs Plot.</p> <p>New doors will need to be locked and unlocked from inside the huts. Doors to be paid this year at a cost of £1560 on finishing plus approximately £250 for road fix.</p>	
<p>8 Events report – DO Day out very well enjoyed by all. DO provided a list of jobs and plan for the Annual show Thursday, Friday this week as much preparation as possible. Early start show day to erect gazebos and last minute jobs. CA to revisit health and safety assessment. We have plenty of boxes for the plant sale at the show. Members Goody bags are ready and include pre order for potato`s</p> <p>Next event Macmillan coffee morning date of 28th September to be confirmed with organiser</p>	
<p>9 Security Report – MAM to check fence for holes</p>	

<p>Check gate camera and batteries</p> <p>JC researching ideas for site security and infrastructure required.</p>	
<p>10 Trading Hut Report – Voluntary Shop Manager Provided report</p> <p>Thanks to Shop Manager and volunteers for hard work and shop report.</p> <p>I am investigating the possibility of building basic propagators from existing gravel trays and seed trays. Growells sell clear plastic covers to fit our current line of seed trays. I have costed the alternative arrangements.</p> <p>One gravel tray, one standard seed tray and one clear cover. This would sell at approximately £1.60. (Alternatives at same price could be 2 x ½ seed tray or any combination of our cell packs)</p> <p>Clear covers, Standard 100 = £66.00 +VAT, £79.20 inc VAT</p> <p>I think this would make an ideal inexpensive starter propagator.</p> <p>Autumn planting flower bulbs and Alliums are now in stock ready for the show. Shallots are being delivered directly by the growers as not with Growells yet. I have had to order another lot of Doff Seaweed, three cases of six bottles at discount. These were last of Growells stock. The previous five cases have now been sold.</p> <p>All of the Blue Slug pellets have now been disposed of by way of donations as technically we were not allowed to sell them. I am looking at alternatives to sell alongside the current organic items.</p> <p>I have made a new version of the price list. This includes the £3.00 membership fee on the front page. Also states membership requirement and renewal date. Hopefully, if we make these available at the Annual Show, we may pick up a few more members.</p> <p>Copy of New Price list has been given to Rebecca for printing</p> <p>Over the coming weeks I will be consulting members about additions to our product range. I have had interest in watering cans. We can get 4 x 10litre cans for £17.52 inc VAT. Sell at £5.30 each. Cheapest in garden centres £6.99. Also awaiting Growells to come back with a make and price for one to two litre hand pressure sprays.</p> <p>Growells are going to supply 6 free bags of compost at next delivery. These have a cash value of £20.00 total. These were supplied in response to request for raffle donation.</p>	
<p>11 Fire / H&S Report – CA</p> <p>A compost bin was found melting from the heat of a bonfire. A Tenant was thanked for help to extinguish the cause. The tenant was contacted given advice and reminded that all bonfires should not be lit and left unattended.</p> <p>Reports of people washing feet in water tanks- . additional notices planned</p> <p>Management of rodents on site appears to be going Ok. No complaints reported to date.</p> <p>Crops need to be watched and may need netting as as not only rats but birds</p>	

<p>like them. Repair to main access way pending machinery higher and discussion with Community pay back supervisor. Plan of dates and tenant notice required and perhaps email notification as well. All agreed</p> <p>First aid boxes checked by - DM and CA Chimney sweep needs to be arranged- CA</p>	
<p>12 Community payback work – Log sheet</p> <p>CPB deputy manager visited the site and , was very impressed by the work done by the lads and thanked us for giving them the chance to work , learn and move on. Clearing rubbish Strimming grass Plot clearing Moving Sheds Marquee Erecting Assisting with onsite maintenance</p>	
<p>13 Plots - DO</p> <p>Last letters have gone out and a few have been given notice to clear plots by 1st October . If work is not completed their tenancy may not be renewed. After show day DO will look around to see which plots need a letter. A tenant has kindly been assisting a lady on her plot due to family issues</p> <p>Plot D is an issue. 4 full plots available 2 micro available</p> <p>In general tenants are looking after their plots and the site is looking good.</p> <p>Locked plots need to provide key to allow inspections. DO to contact.</p> <p>Talk to tenants about rodent prevention and deterrents.</p> <p>Vacant plots are low and new tenants are working well.</p>	
<p>15 A.O.B</p> <p>Taps for IBC's need to be ordered. Food and Hygiene certificates, MU and JU have completed theirs. Susane to complete prior to show day.</p> <p>The AGM letter needs to be written with proposals nominations dates to be received by 9th October, proposed JC Seconded by DO. All Agreed Proxy forms to be collected. Notice boards to be used to communicate nominations and proposals received from members . Invoice AGM letter and tenancy form to ready for 21st September. Tenants to fill in forms before coming to pay .</p> <p>. AGM Co-optees need to stand for election this year We talked about re-election</p>	

<p>or retirement as per the Charity Articles. AGM minutes and adjourned AGM minutes need printing.</p> <p>MU concerned about condition of Marque, splits in roof not covered . Agreed for repair tape to be used where necessary before the show. Consider repair roof over winter weigh up cost to repair or replace. Marque must be taken down after every event and not left up. All agreed</p> <p>Meeting Closed at 9.15pm</p>	
<p>15 Next meeting: TBC</p>	

ADDENDUM to Meeting –

There was a discussion at hut today, (14th September)about a few bits and pieces. 5 Trustees present.

Firstly to avoid having 2 meetings in October we thought it would be best to have one meeting on 16th October as Proposals and nomination received by 12noon on the 12th October.

On another discussion we decided to order crushed Tarmac this week to start repairs before weather changes

And lastly we have had a volunteer come forward to help paint lines in car park and replace no parking box to maintain clear access to plots.. Cost is roughly £40 there were 5 trustees present at MM has contacted other trustees to confirm.