

MRALGA

Monthly Trustees Meeting Wed 17 April 2019

Attendees: Maria Moon (MM), Carol Andrews (CA), Myra Underwood (MU),
Rebekah Miller(RM), Joe Cox(JC), Mark Moore(MAM), Sue Moore(SM), David Moon
(DM).

Apologies:) David Osborne(DO),

Nonattendance Andy Lyman

Minute taker:- Susane Phillips (volunteer)

| Agenda item | Action |
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| <p>1 Welcome by Chair MM thanked every one for attending</p> | |
| <p>2 Minutes of previous meeting and matters arising.</p> <p>Broadcast for April RM to execute Results of EGM to be put on website .draft minutes awaiting completion for AGM</p> | RM |
| <p>3 Chair's Report</p> <p>MM expressed thanks to the trustees for all help given</p> | |
| <p>4 Secretary's Report</p> <ul style="list-style-type: none"> • Facebook Update this is not done yet due to personal pressure– RM • JC letters drafted re plot 154.1 re furniture, Discussion followed regarding the wording of the letter. Letters were read out. It was decided that DO as plot lead name should be on the letter. DO to view the letter before sent • Letter regarding water pumping read by MAM. JC spoke about the legal aspect referring to the Equality Act 2010 asking for reasonable adjustment. It was decide to change the format of the letter. JC will do this and tidy up the wording of the letter. • Lease Arrangements – JC New lease is for the building JC to go back to the council to discuss lease. The lease needs to be the same date as the land lease . Which does include a break clause for 12 months notice.. • There is also a restriction on services. • RM thanked CA`s husband for all the help given • New shelf to be installed in Hut. • There was a discussion concerning the School Bedford Academy it was decided to terminate their tenancy due to not tending the plot for 2 years. And no response to previous letters. A letter is to be sent asking them to remove all their belongings from the plot. Response wanted within 28 days <p>JC stated that there two new trustees co-opted on to the committee RM and MAM therefore the Charity's Commission and Companies House need to be informed.</p> <p>RM to create a new list of trustees and their roles.</p> | <p>RM</p> <p>JC</p> <p>JC</p> <p>RM</p> <p>JC</p> <p>RM</p> |

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| | <p>RM brought up the importance of a clear desk policy to protect tenants personal data. JC gave the charity commission update</p> | ALL |
| 5 | <p>Treasurers report – MU</p> <p>MM MU JC and DO information re banking forms and visit to Barclays</p> <p>Accounts 1 business account and 1 savings account. With Barclays. The mandate is quite complex, We still have a Nat West account DO and MU to hold cards. Online banking to be set up Looking into the possibility of a card payment machine which would help greatly in the shop</p> | <p>MU JC MM DO</p> <p>MM</p> |
| 6 | <p>MRALGA Log book update since last meeting</p> <p>Discussion re plot problems with 315 it was decide that all is OK . complaint dealt with</p> | |
| 7 | <p>Maintenance</p> <p>Poly tunnel update is 98% completed. The slabs are available for the inside and outside maybe ? 15 short. The rack needs 3 sheets of ply to complete.</p> <p>Thanks were given to MAM and DM for the update inventory on the tools. Any tools £5.00 and under are not on the list. CA asked for an average figure of replacing tools. This followed a debate lead by MU on the inventory for the Kitchen, and hut. List be completed and a new inventory for the kitchen as there is new equipment installed. Electronic copy to be kept so to be able to refer to photos.</p> <p>It was suggested that it would be a good idea to look at Facebook and eBay but the problem here is that we may not get a clear receipt. Events room is be tidied and organised with inventory .Decided that this is an autumn job. Water is now turned on there are leaks but these are minor .Some pipe work could do with replacing. More tanks are needed the cost of 6 tanks would use up the maintenance budget. Some tanks can be modified. All agreed to order 4 tanks. MU looked at miscellaneous budgets and said to buy the tanks. We also discussed tank covers using pallet slats and webbing when time allows</p> <ul style="list-style-type: none"> • CA pointed out the vacant plots need strimming going to ask community Payback team to do this • Mower needs repair MM will arrange this • Strimming and poly tunnel is top priority | <p>DM</p> <p>MM / SM</p> <p>MU DM/MA M</p> <p>MM</p> |
| 8 | <p>Events report –Family Easter event went well. Quiz night was advertised. It was brought up re the 29th June regarding the Wixams event and events</p> | DO |

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| team to discuss. | |
| <p>9 Security Report</p> <ul style="list-style-type: none"> • As AI was not present MM & CA to meet and discuss and also the Articles of memorandum.. • MU suggested that a job description should be created to let the person on security knows exactly what is required of them • New cameras are needed as the ones we have are old. • MAM will check the perimeters of the allotment. DM to show MAM how to use the internal cameras | <p>MM & CA</p> <p>DM MAM</p> |
| <p>10 Trading Hut Report – DH Volunteer manager provided a written report.</p> <ul style="list-style-type: none"> • MU expressed that trustees should communicate more with each other and the need for more volunteers. • JC suggested that perhaps the Mayor could offer an incentive to encourage more volunteers | <p>ALL</p> |
| <p>11 Fire / H&S Report – CA</p> <ul style="list-style-type: none"> • CA brought up the problem of broken glass she said we need a way of disposing of the glass maybe taken to the dump. • CA also said she needs another qualified helper. This would cost £71.00 for the pre learning and course • Suggested that it be advertised in the broadcast. • MU thanked CA for all her hard work dealing with the rat problem. • All tenants must be encourage not to leave things leaning against sheds etc. as this is good place for rats also that all composted bins be covered to help prevent rats. | <p>ALL</p> <p>DO</p> |
| <p>12 Community payback work – Log sheet</p> <ul style="list-style-type: none"> • Community payback are not here this week • Work needed doing plot, strimming, mowing and Shelving | |
| <p>13 Plots -</p> <ul style="list-style-type: none"> • Dementia group would like to take over the community plot. • MU set precedent regarding cost. • RM suggested one free year subject to review each year. • JC said that Charities should be free • MU suggested that we need a letter of their plan DO to contact • Insurance contract, risk assessment named person on the tenancy • • Harrison fencing to replace bamboo around the toilet due to wind damage. LIDL covers for Harrison fencing £6.99 All agreed to purchase • | <p>DO</p> <p>MM</p> |
| <p>15 A.O.B</p> <ul style="list-style-type: none"> • Fencing – height should be 4 foot • CA Raised an issue of fencing repairs and clarity of wording | |

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| <p>concerning replacement and new. All fences to be no higher than 4 feet.</p> <ul style="list-style-type: none"> • MM said all fences to be reduced to 4 foot • This needs further discussion • JC suggested to wait for DO to look at fences in question to discuss whether replacement or repair. • Possible AGM agenda item re fencing .We need to be seen do the right thing • On another plot soil still needs to be cleared. DM Suggested a letter but going to be discussed at the next meeting. • Discussion with tenant regarding the minutes for the AGM. MM to speak to tenant <p>Meeting finished at 9.05</p> | <p>ALL DO</p> <p>DO</p> |
| <p>15 Next meeting: 6th May at 6.30pm Open meeting</p> | |