

# MRALGA

## Monthly Trustees Meeting February 6th 2018

### MINUTES

Attendees: Maria Moon Terry Fisher Carol Andrew Dave Moon Andy Lyman Mel Fisher Matt Andrew  
Richard Stevens

Apologies: Mac Painter

The meeting opened at 7 pm

Agenda item	Action
1 Welcome by Chair	<b>MM</b>
2 Minutes of previous minutes and matters arising. Minutes of previous meeting agreed by all and signed by Chair	<b>All</b>
3 Chair's Report Welcome to all Proposed Mel Fisher & Myra Underwood to join as trustees, agreed by all. Mel Fisher proposed and seconded as Minutes secretary. All jobs finished. Need to stop people coming on the site that are no longer tenants and stop people leaving the gates open	<b>MM</b>
4 Secretary's Report Thanks go to David Holt for delivering letters regarding bonfires to residents A list is needed of Inventory of cameras and serial numbers With regards to General Data Protection Registration it was suggested the policy should be rewritten and that information regarding tenants that have left should be kept for 6months and then deleted. However, it was suggested that in the case of problem tenants that this information should be held for longer as a point of future reference	<b>MA</b>
5 Treasurer's Report Changes in financial policy discussed and agreed by all. This included agreement for online banking to allow the treasurer to monitor the bank from home and will assist with supplier payments etc. Online forms to be completed We still have not received the Boroughs signed copy of lease for the huts from the Borough Council in order to do land registration. Philip Carr from Borough is chasing this up with borough solicitor.	<b>CA</b>
6 Security Report Alarm fitted and contact breakers to be done by the weekend. It is proposed that internal cameras and hard drive be purchased. CCTV signage has been ordered Mesh for covering the skylights needs to be measured Possibility of blocking off the skylights in the maintenance room for further security More electric sockets are needed for charging batteries	<b>AL</b>

<p>7 Shop Report  Delivery of potatoes is due Thursday and it was proposed and agreed that a free lunch be supplied to the people who help all day with this delivery  The new counter has now been fitted and a procedure file has been supplied as a guide to what is needed  There needs to be somebody there when shop is open to access the safe. Richard Stevens is being an additional safe key holder.  It has been decided that there will not be a shop manager</p>	<p><b>All</b></p>
<p>8 Fire / H&amp;S Report  No report given</p>	<p><b>MP</b></p>
<p>9 Maintenance and plot Inspection report  The kitchen, shop and café have been tidied. Small room cleaned and also maintenance room.  Water tanks to be started asap.  Guttering finished at front of building  Plot inspections where required have been done this week and more to follow.  With weather being wet and cold inspections are more about rubbish removal and structures.</p>	<p><b>TF</b></p>
<p>10 Creature Report  No report made</p>	
<p>11 A.O.B  A tree is to be planted in memory of John and Alan  Community payback – it was decided that at the Easter Egg hunt and the Annual show there would not be any Community payback on site  B &amp; H meeting is 28<sup>th</sup> April  NAS AGM 02.06.18 nominees of 5 delegates who would like to attend</p> <p>Events as follows  10.03 Garden talk 10.30 – 11.30 &amp; 1 – 2  24.03 Easter Egg Hunt  06.04 Quiz night &amp; Fish &amp; Chip night  12.05 Plant Sale  1<sup>st</sup> September Annual Show and 10 year celebrations. Web site emailer to be used to communicate events in addition to events teams posters and flyers etc.  It was decided that there would be no licensed raffle as costly and time consuming for all. It was agreed to move forward with the idea to purchase a marquee.  Meeting ended 8.45pm</p>	<p><b>All agreed</b></p>
<p>13 Next meeting: 06/03/2018  Venue. Allotment buildings</p>	