

## Trustee's update

During lockdown we agreed that formal face to face trustee indoor meetings will not take place until we all feel safe.

Two open air meetings were achieved to enable us to continue moving forward. We also communicated via email, phone, what's app and text.

## Summary to date

### Health & safety

- Looking after ourselves as Trustees as we are the most valuable resource. Hands face space government requirements during pandemic to be maintained and reviewed.
- The delivery and management of heavy items to the trading hut is of concern and moving forward we need to discuss a plan and resources required.
- We also need to replace the few remaining cardboard boxes in events room and tidy up.
- New exit door from tearoom. MU has been looking at suppliers. We have already agreed a spend. 12/3/21 Tristan doors visited the huts to organise a quote.
- The ramp outside needs to be realigned/ replaced when the new door is fitted.
- B.B.C skip used for clearance of rubbish from plots and rear of huts. Further skip required
- Use of crushed tarmac on main paths. Some of the work has been completed by DO, DM and Tony. Further work will commence when Cpbback return
- Bonfires have been managed by volunteers
- Community Pay back review to be arranged on site with Supervisor prior to their return and plan of works.
- Notices needed to advise of use of communal areas. Woodchip etc. Camera signage of current rubbish dumping area advising that area is under surveillance with additional cameras
- Rodent control
  - Currently have bait boxes with either attractant monitoring bait in or then actual bait.
  - The huts inside and out, micro shed, wood store plot and TIBBS and at the moment most of the 60 Mralga water tanks and 40 plots. I have removed about 30 boxes from plots leaving approximately 150 on site. I will review in March and may remove more boxes from plots. A tenant who has professional experience of creature control and access to night vision goggles has offered to help.
  - Planning to clean all the empty bait boxes in the huts if anyone would like to help
- Waiting list and plots
  - The waiting list is growing again and we have limited plots available and clearance work is needed.
  - Plot inspection process should release unworked plots for new tenants.
  - Halve more plots?
  - The Plot inspection team now manage tenant letters using templates with a space to add additional requirements manually. The letters copied prior to dispatch and placed in manual plot files for future reference. The team arrange their own management and review date lists and all verbal discussion is recorded in individual Tenant files

## Administration

- The Data base is maintained and NAS membership renewed. New members added and requests for an allotment noted in file. Archiving actioned and next review in May
- The minutes board is up to date however the main noticeboards require updating.

## Shop

- Work to prepare the shop and the re-opening has been very time consuming due to Covid safety measures working within Government hand face space rules.
- Timely ordering of stock and delivery, weighing up, pre-orders managed, use of till, serving customers and social distancing by trustees and volunteers.
- David Holt has now moved to Liverpool and the trustees thanked him for the many hours of service to MRALGA as a trustee and volunteer.

## Finance

- Rental income system went very well and managed in a covid safe way.
- Treasurers work ongoing and reported to trustees monthly. We are waiting for our independent Examiner to sign accounts ending September 2020 and then MU & CA will submit Charity commission return.
- MU has researched the use of a card machine. Further Trustees' discussion required to review costs involved and process's required for financial recording and reconciliation

## Plants

- Blue barrels sourced and the Enviromesh tunnel is now in use thanks to trustees and volunteers.
- 4,00 plug plants have been ordered for end march delivery. Trays and pots have already been prepared for volunteers to plant. Seeds have also been sown and ongoing plant production. Seed labels have been kindly provided by M&J Underwood.
- Volunteer Garry Black will review and plan risk assessments for the plant sale in May.

## Show

- Update needed from events team.

## AGM

- Note from charity commission: management during pandemic. We recognise that for some charities virtual meetings are not a viable solution, nor are socially distanced face-to-face meetings. In such instance's trustees may consider they have no choice but to cancel or postpone their AGMs and other critical meetings.

If you do consider such a decision is necessary, you should follow any rules in your charity's governing document that allow for postponement, adjournment or cancellation. If there are no such rules, but you decide that this is still the best course of action for your charity in the current circumstances, you should record the reasons for this decision to demonstrate good governance of your charity.

- It was agreed by all trustees present that: the best course of action for our charity and its members in the current circumstances is to postpone further until around May and use the Marquee. However, a date will need to be agreed to allow planning, preparations and notification by letter and email m. In line with the governments release of lockdown

measures we will review the date early April and notify all Tenants in writing. Looking at end of June/July. Broadcast newsletter to be prepared for the beginning of May

### Maintenance

- Water repairs have been made ready for switch on 1<sup>st</sup> April.
- No further tanks needed at this current time and additional rain harvesting collection areas will be added as we move forward.
- The Orchard has been pruned and trimmed
- Volunteers have made an excellent job of tidying and organising the maintenance room.
- The toilet is cleaned and sanitised for trustee and volunteers use. When Cpbback return we will need to revisit their risk assessment. When all lock down risk reductions measures are removed we will consider leaving the toilet accessible by all.
- The Newsletter
- \_A winter newsletter was collated by RM and circulated

### Hut

- Myra has suggested that the hut would benefit from a coat of paint (not the wall mural) and further work done on managing Covid risks to enable safe opening of the café in the future.
- When we inspected the premises, it was decided to seek further advice about possible change to guttering and repair of brick work. As we have tenants on site who may have necessary skills, we will ask for support.
- Work has started by cleaning and preparing the area.

### Security

- Alan Szuba has recently volunteered his time to check the perimeter of the site and MM will show Alan how to monitor the CCTV system.

Current trustees are. Maria Moon. David Osborn, Myra Underwood, Carol Andrew, Dave Moon, Rebekah Miller and Mark and Sue Moore. Our thanks go to Co-opted trustees Helen Whelan and Chris Baldwin for their time served, who have now resigned for personal reasons.

The pandemic has touched al our lives in many ways and continues to challenge us as we look to the future. We would like to thank all the volunteers who have and continue to support the trustees to protect promote and preserve our allotment site.