

MRALGA  
Agenda  
Trustees Planning Meeting Thursday 2<sup>nd</sup> September 2pm

**Attendees:** Maria Moon (MM) David Osborn (DO) Myra Underwood (MU) Carol Andrew (CA)  
Apologies Rebekah's Miller (RM) Mark Moore (MAM) Dave Moon (DM)

Agenda item	Action
1 Welcome by Chair Minutes of budget meeting agreed	ALL
2 Plan Cpback return to site 11/9/21 (New Cpback assessment is in the blue file) MM to prepare end room. List of site jobs with dates in Cpback file	MM
3 Invoice run & rental income plans Updates on tenancy's to be given to CA to amend database Supported needed to collect income. RM to be asked.  CA and volunteer to print invoice run on Friday 10 <sup>th</sup> . Duplicate copy for use by MRALGA collection process. Notice for gate for collection by tenants and remainder posted in advance of 1/10/21. Newsletter needed. MM and DO to discuss with RM	MM DO  CA  MM
4 AGM plans Agreed content of letter to go out with invoice run. Further planning at our next meeting Proxy, nomination and proposal forms agreed for printing	CA
5 Update on planning of site work. Ramp and front of huts work. Meeting to be held with Rotary club contractor on Tuesday the 7 <sup>th</sup> to look at the work. Ramp as soon as possible. If not completed and concrete not ready for use by end September an improved step needs to be temporarily made for fire exit. Flail mower to be hired from Bedford Borough for larger areas of the site Also request for a skip for rubbish. Scrap metal collection needed once we know how much there is.	MM, MU, DO  DM  CA
6 Plots Update and Tenant issues. Tenant issue; After discussion it was agreed for a letter to be given to the tenant. Plot 285 to be reserved for possible MRALGA use. Further inspections letters sent by MM and DO. CA to support with notice to quit and other letters prior to invoice run  Cpback request:	CA  MM , DO, CA

<p>Further information needs to be provided by Cpback manager.</p> <p>New tenants request After discussion we agreed to email to be sent to the tenant explaining our policy.</p>	<p>MM</p> <p>CA</p>
<p>7 . A.O.B</p>	
<p>8 Date of next meeting Wednesday 6<sup>th</sup> October 6.30</p>	