

MRALGA
Agenda
Monthly Trustees Meeting Saturday 3rd July 2021

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

Agenda item	Action
<p>1 Welcome by Chair Maria thanked everyone for attending the meeting and for all the voluntary work, particularly the plant sale weekend.</p>	MM
<p>2 Health & safety Discuss took place around sharing Health & safety between the team whilst we do not have a designated officer.</p> <p>MU catering area. DO greenhouse/growing area, MM & DM shop and storage CA office area. General sanitising of all areas to take place at the end of each working day. Also advisable to clean area prior to starting work.</p> <p>Team to meet at 9.30 when the shop is open to address any immediate H&S issues and decide which team member is working where.</p> <p>We all need to use track and trace and recorded on site working (Black clip file)</p> <p>MU suggested the use of a wipe board to list help wanted for members, identifying specific roles and tasks.</p> <p>We discussed the use of a company diary to note tasks, contractor appointments i.e., Churchills annual inspection of fire equipment. trustee availability and also enabling us to plan ahead. Everyone agreed for MU to purchase.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>MU</p>
<p>3 AGM planning and trustee proposals 24/7/2021 in the marquee Currently 7 trustees and 4 vacancies.</p> <p>Letter to go out to all tenants mid-June. Letter to include: All nominations for trustee to be received by 8th July and all proposals to be received by 30th June. Please collect a nomination form or proxy form from the huts. Names of nominations and all proposals will be notified using a designated notice board in and outside the huts. Nomination form to be updated to an application form, asking for skill set and availability/commitment. Trustee's meeting Saturday 5th June 12.30 to discuss trustees' proposals and wording,</p> <p>Prepare a pack for AGM attendees containing: agenda, minutes of last AGM 2019., accounts 2019-2020, nominations and proposals.</p>	<p>CA & volunteers</p> <p>CA & Officers</p> <p>ALL</p> <p>CA & volunteers</p>

<p>1st July trustees to meet to discuss members Proposals and plan notification and proceed with preparations for AGM CA suggested the format of the Agm could be:</p> <p>Welcome and thank you by Chair.</p> <p>1 minute's silence</p> <p>Charitable company report for the year ending 30/9/2020 to be read out by one allocated trustee.</p> <p>Attendees present are then welcome to ask questions and should address them to appropriate trustee. Any unanswered questions to be addresses at next Trustee's meeting.</p> <p>All trustees agreed to the above.</p> <p>Election process of trustees.</p> <p>Proposals</p> <p>MU suggested that all trustees should introduce themselves before the report and their responsibilities. All trustees agreed. Do to ask Natalie if she is available to record the minutes Refreshments to be available from the communal room. By designated volunteers.</p>	<p>DO</p>
<p>4 Shop MM& Dm reported that the shop is working well. Stock check pending to identify needs subject to availability from suppliers. Discussion took place about Thursday opening and it was agreed to restart on the 3rd June 2021.</p> <p>Do agreed to manage the shop if MM is unavailable at anytime</p> <p>We also discussed the pending withdrawal of peat and agreed to research future compost provision. We also agreed to reserve compost for next years growing of plants for plant sale. MU to contact Growells.</p>	
<p>5 . Plots Appeals received and considered by all. Letters to be written to tenants</p> <p>Do continues to meet with new tenants to view plots available.</p>	<p>DO&MM</p>
<p>6 Security Mam reported that he will check the cameras during plant sale weekend.</p>	<p>MAM</p>

<p>7 Finance MU shared accounts to date. Planned work to be paid for: New fire door and new ramp expenditure. Trustees discussed future projects: Possible permanent outdoor covered seating area and speed bumps on main track.</p>	
<p>8 Maintenance and plan of works moving forward Do explained no more water tanks needed. Shrubs to be removed on a plot to allow the tap to be repositioned. Need to discuss with tenant.</p> <p>Need to check that all rain water harvesting IBC`s are connected after moving and all MRALGA structures have guttering and rain water collection points.</p> <p>Cpback log book Community pay back have currently shut down due to increase in Indian variant in Bedford from 20th May. Return to be managed in due course.</p>	<p>DM & volunteers</p>
<p>9 King's brook lower school visit MM to liaise with the teacher to visit the site to identify needs prior to a visit with the children</p>	<p>MM</p>
<p>10 Events report – RM provided feedback regarding the well organised successful plant sale. Compliments were received from visitors and members.</p> <p>The events team will meet to review the event. CA asked for RM`s thought on a show/open day. Due to current events a normal show is unlikely and possibility of tenants entering produce on a table on their plots was discussed. The events team will update us shortly.</p>	<p>RM 7 events team</p>
<p>11 A.O.B none reported Date of next meeting Saturday 5th June 12.30</p>	