

MRALGA

Monthly Trustees Meeting

5th December 2018

6.30

Attendees: Mel Fisher(MF), Maria Underwood (MU) Mark Moore (MM), Sue Moore (SM), Maria Moon(MM), Dave Moon(DM), Joe Cox (JC), Carol Andrew(CA), Andy Lyman (AL)

Apologies: David Osborne (DO)

Agenda item	Action
1 Welcome by Chair	MM
2 Minutes of previous meeting and matters arising. 6/11/2018 – Accepted 20/11/2018 – Accepted (point 5, notice on board and handbook to be produced)	MM
3 Chair's Report Letter for tenant Draft letter for tenant in section 2 of 20/11/2018 meeting has been accepted by all trustees. All letters sent to tenants except for specifics, e.g. plots, health and safety which shall be signed by lead trustee, to be signed on behalf of all trustees	MM
4 Secretary's Report (i) Trustee meeting dates Meetings to be changed to Wednesday evening – therefore next meetings January 9 th , February 6 th , March 6 th , April 3 rd , May 8 th , June 5 th , July 3 rd , August 7 th , September 4 th , October 2 nd , November 6 th , December 4 th . AGM - Saturday 16 th November Open meetings – May and September EGM is dependent upon school's availability after January. The school is the suggested venue because of possible numbers and health and safety issues, including parking. (i) Technology printer phone Printer is broken so MU will get feedback with a view to purchasing a new one. E-mails sent requesting all trustees give their views so that the printer can be purchased. Email links admin, events, etc (ii) Another trustee needs to be involved with manning the allotment phone, and put a message on phone. (iii) Letter to be drafted by JC to RM to ask for her personal statement and the set of skills that will be provided. MA will continue to monitor e-mails from website.	JC
5 Treasurers report Treasurer's handover is ongoing.	MU
6 MRALGA Log book update since last meeting Deferred to January meeting	
7 Maintenance (i) Tanks and water collection DM needs to establish how many tanks need to be	DM

	<p>ordered and where they need to be placed, a plan for this should be made available at the January meeting.</p> <p>(ii) Double doors</p> <p>Two more quotes are required for double doors for storeroom and specifications need to be identified on each quote.</p>	
8	<p>Events report</p> <p>Polytunnel</p> <p>Deferred to next meeting.</p>	DO
9	<p>Security Report</p> <p>(i) AL to liaise with police regarding ongoing security provisions at the allotment.</p> <p>(ii) AL to sort out cameras book, card reader and cameras.</p> <p>(iii) AL will get quotes for new wildlife replacement cameras.</p> <p>(iv) AL to install cameras to deter problems.</p> <p>(v) Offering marking tools with paint and Andy Lyman will have this discussion whilst discussing security as in section 9.1.</p> <p>(vi) AL to get quotes for anti-vandal paint</p>	AL
10	<p>Trading Hut Report</p> <p>Email sent round about Growell's delivery, December 20th. JC suggested delivery be moved to after Christmas and before New Year. Date suggested is 27th December if possible.</p>	
11	<p>Fire / H&S Report</p> <p>Communal bonfire</p> <p>(i) Risk assessment shared with Events people by CA.</p> <p>CA to work through risk assessment for various areas within allotment.</p> <p>(ii) CA has spoken to Tom Terence and he has agreed to come down and speak to us regarding rodent control.</p> <p>(iii) DO and CA will identify where the bait boxes are for various areas within the allotment.</p> <p>(iv) A tenant needs to be spoken to regarding unattended fires on bonfire weekend.</p> <p>(v) Needs to be included in handbook as to which materials can be burnt on site and protocols needed to burn on site.</p> <p>(vi) Unless community bonfire can be successfully and permanently manned there will be none at this time.</p>	CA
12	<p>Community payback work</p> <p>(i) Woodstore knocked down at weekend and burnt. Logs stored and enough available now.</p> <p>(ii) Skip arriving next weekend to collect all rubbish. DM to drive around site and collect all rubbish in various areas.</p>	DM
13	<p>(i) Plots</p> <p>DO has a list of tenants that have not paid and he will inspect these plots and it will be decided who needs to be sent letters.</p> <p>School</p> <p>(ii) Talks with school to be had regarding invoice and hall hire.</p> <p>(iii) Numbering</p> <p>Plots need to be numbered.</p>	
14	<p>A.O.B</p> <p>(i) JC is to be Santa this year.</p> <p>Elves to be CA and another tenant.</p> <p>(ii) Thinking for handbook work commencing in new year</p> <p>All trustees to put forward suggestions as to what needs to be in handbook to</p>	

	<p>be brought to next meeting in January.</p> <p>(iii) Policy review All policies need to be reviewed.</p> <p>(iv) Community allotment needs attention and needs to be identified as to what needs to be done and by whom. Volunteers to help with this to be posted on board in the huts.</p> <p>(v) Formal quote needed for asbestos removal. Thanks to MU for hosting meeting. Meeting adjourned at 8.45 pm.</p>	
15	<p>Next meeting: January 9th, 6,30 pm. Venue to be advised</p>	