

<p>5 Treasurers report - MU</p> <p>Barclays Update MM, DO, JC going to the bank on the 13 June 2019</p> <p>Photograph needed of the damage to the marque requested by MU</p> <p>SM asked if it is still under guarantee. MU is going to check .</p> <p>It was decided that the shop float should be increased to £40.00 and the tea room float reduced to £10.00</p> <p>DO spoke about the end pf the financial year on the topic of stock, opening stock figure, ending financial year to include unused stock. Stock taking balance. A discussion developed about stock</p> <p>CA confirmed that the last 3years accounts have included this.</p> <p>CA said the Independent Examiner is happy with the way we do our accounts. Format for AGM is a spread sheet and pie charts. Balance sheet and Financial statements are as legally required with the charity commission.</p>	<p>MM DO JC MU</p> <p>MU</p> <p>MU</p>
<p>6 MRALGA Log book update since last meeting</p> <p>None</p>	
<p>7 Maintenance</p> <p>CA and DM inspected the mains water supply. We need for 4 top boxes DM gave MU a quote for this</p> <p>Water is going to have be turned off as the pipe in the second row needs moving</p> <p>Inventory needs to be completed on equipment</p> <p>DM informed the trustees that there are IBC`s for sale at £25.00 each DO proposed the purchase of these and was seconded by CA. All agreed they be used for rainwater harvesting projects around the site. MM proposed a new rainwater harvesting collection point starting by the woodchip (school side). CPBack project seconded by CA. All agreed</p> <p>Double doors improvement work subject to (section 4 of minutes). Discussion re cost of double doors which will be £1560 including vat Installing these means that we will save time and lessen the risks of moving and handling equipment and stock. Also increasing quantity of stock purchased and possible cost benefits</p> <p>DM to check that the price has not changed it was proposed by CA seconded by MM All agreed</p> <p>MU queried the need for a chicken feed cage and compost as this would cut down on manual handling and ensure members safety as</p>	<p>DM</p> <p>DM MAM</p> <p>DM</p>

<p>the palettes could be delivered straight to the events room. Chicken feed cage is needed to protect stock from rodents.</p> <p>Poly tunnel is complete but needs more shelving . Re guttering DM quoted £60.00 All agreed</p> <p>MM asked about kerbs for access ways.. DO is going to see if he can source the edging from a friend CA asked about access ways at the back of the site. MU enquired the cost of type 1 a lorry load would cost approximately £300 MM is going to ask a tenant about the use of a digger</p> <p>Discussion re community payback work</p> <p>CA asked for Labelling of the areas to be organised in the end room.</p> <p>Discussion whether a strimmer should be brought for the use of tenants to hire MU inputted that there should a deposit and petrol paid with a charge to be decided. Training on use will be given by DM MM said for site use only and all agreed JC proposed and SM seconded that we should purchase another strimmer. The cost would be approximately £118. JC said there should be a disclaimer and he will draft one. It was agreed to purchase another strimmer</p>	<p>DM</p> <p>DO</p>
<p>8 Events report - DO DO reported that concerning the events all was positive. He mentioned the brilliant team work which resulted in a great atmosphere.</p> <p>During the plant sale the shop was open all day Plant sale raised £1237</p> <ul style="list-style-type: none"> • Update on funds raised through Quiz Night the food was excellent and a good time was had by all • RM said that she required the details required for brochure to send to Unilever ASAP • Volunteers day to encourage tenants and members to become involved in the shop, tea room, cleaning of the hut, the need for a fire warden, planting, maintenance, beautification, perimeter checks, ridding,, security, orchard maintenance and kitchen cleaning. Food was discussed • MU thanked DO for all his hard work • DO pointed out the need for an events team meeting regarding the annual show. This will be on the 16th June at 10.00am 	
<p>9 Security Report</p> <ul style="list-style-type: none"> • MU thanked AL for all his work • DM said we now know how to use the cameras but we do need 	

<p>new ones. Invite councillors</p> <ul style="list-style-type: none"> • Privacy policy not needed to be re written • Discussion on the subject of keys MU said only keys for plot. DM said there is no policy concerning keys. Keys that are not needed should be returned. DO said we need to know address of the people who have keys that are not required. RM suggested a key holder form for people that are not tenants. • MU feels this should be discussed at the next meeting 	
<p>10 Trading Hut Report – Volunteer Shop Manager Providing report</p> <ul style="list-style-type: none"> • Managers’ report attached • Thanks given to DH for all his hard work in the shop • Discussion re shop MU spoke about the budget for the shop • MM thought that stock should be increased as we can afford it. • DO mentioned that we do not spend all our money on the shop and have money over for other things. MU clarified that money was available • 	
<p>11 Fire / H&S Report – CA</p> <p>Rodent Catcher :Update nothing new at moment Plot compost bins need covering and turning the matter to encourage decomposition. Rats have been found in compost bins. Environmental Policy to be discussed at next meeting Safety MU asked about pot storage DO needs a session to wash and organise. DM offered to take any unwanted stuff from shed to the dump. MM asked for shelves in shed. DM with build a unit ,a discussion followed regarding this and when time allows. Scrap metal man is coming to remove unwanted metal from the site. Deep clean of kitchen is needed and all volunteers in the kitchen need to read and complete cleaning schedule and check lists. MU asked for the volunteers board to be amended</p> <ul style="list-style-type: none"> • 	<p>ALL</p> <p>DM</p> <p>ALL</p> <p>CA</p>
<p>12 Community payback work – Log sheet</p> <p>Slab laying Grass cutting Safety rails</p>	
<p>13 Plots - DO Unattended fires on plots 340 and 275 (adjoining with play house on plot behind)? Instruction should be given on fire safety.</p>	

<p>DO confirmed that 19 plots had been taken with two more going at the weekend there are no plots left, areas need to be cleared to create plots.</p> <p>DO and MM inspected plots it was decided that 12 first letters should be sent plus 12 second letters. DO and MM to check other plots on Wednesday to see whether a final letter is needed for lack of cultivation</p> <p>DO says we need to explain the amount of work involved.</p> <p>Feedback from new tenants think this a great allotment</p> <p>MU brought to the attention of the meeting on the topic of exemption due to circumstances. JC mentioned about the ability to manage plot.</p> <p>RM suggested a special dispensation letter??. Debate followed JC aive offers of help DO said these people need letters RM thought that if they didn't have letters it could construed as favouritism. JC said if they do not inform us we cant help. RM their choice. JC thought that it might be a relief.. CA we need to know so we can help.</p>	<p>DO MM</p>
<p>15 A.O.B</p> <p>Site phone MM said to rota each trustee to have the phone for two weeks all except JC.</p> <p>Suggested that phone needs updating to the 21st century</p> <p>MM indicated that the phone needed more credit</p> <p>Site tidy up day 29th June</p> <p>Beautification RM said she would supply paint and paint the hut however this is a job for colder days. All Trustees should attend</p> <p>Suggestion that a plaque should be put on the poly tunnel for a help and support given by volunteers.</p> <p>Meeting finished 10.10</p>	
<p>16 Next meeting: 3rd July 2019</p>	