

MRALGA

Monthly Trustees Meeting Wed 8th May 2019

Attendees: Maria Moon (MM -Chair) Myra Underwood (MU) Carol Andrews (CA) Rebekah Miller (RM) Joseph Cox (JC) David Moon (DM) David Osborn (DO) Sue Moore (SM) Mark Moore (MaM)

Apologies: Usual minute Taker Susane Phillips (volunteer)

Minutes: - Rebekah Miller – General Secretary.

Open Meeting Guests: - Tenant – Carol Palmer (CP)

Agenda item	Action
<p>1 Welcome by Chair</p> <p>MM – Welcomed CP to Open Meeting and thanked everyone for attending.</p>	MM
<p>2 Minutes of previous meeting and matters arising.</p> <p>Minutes were agreed and signed.</p> <p>No matters arising, any points requiring further discussion in Agenda.</p> <p>No Questions regarding minutes, no adjustments required.</p>	ALL
<p>3 Chair's Report -MM</p> <p>MM – Special Thanks and acknowledgement to volunteers that had come forward, cutting grass and tidying the site.</p> <p>MM- Security to be Updated</p> <p>MM- Thanked CP for attending but a wish that more attended.</p>	MM
<p>4 Secretary's Report</p> <p>Facebook Update – RM Current Page Has been reported as a fake page unable to be used by the actual trustees. Awaiting a response. JC has written directly to Mark Zuckerberg in an attempt to report the page and make it easier to report. No response received on either avenue at this time.</p> <p>RM – Thanked CA for all her support in the role for the last few weeks, CA's assistance and support has made everything a lot easier. Thank you.</p> <p>RM- Letters discussed at previous meeting have been written, not yet delivered.</p> <p>JC- has drafted the email regarding the changing description on the lease, not finished yet.</p>	RM/JC

<p>MM – reminded that second shelf still needs to be added to the admin area, Payback team to be asked to help.</p> <p>RM- reminder on Clear Desk request – All document containing tenant information, or MRALGA confidential information should be locked away and not left on desk. If Key not available to file locked in safe or lockable area.</p>	
<p>5 Treasurers report - MU</p> <p>MU – Apologised as treasurers work has been difficult following personal issues and volunteer shortages.</p> <p>Transfer to Barclays in process, speaking to a business manager who is very helpful. Most trustees that are named with the bank have Barclays accounts, so no id is required. ID for trustees with alternate bank accounts needed.</p> <p>MU – to get ball rolling Monday morning before going away.</p> <p>MU – budget is on track, shop is doing well and starting to balance. Sales are good as weather improves and site gets busier again. 4 water tanks being ordered</p> <p>The float for plant sale is in the safe and needs to be returned to MU after the sale.</p>	MU
<p>6 MRALGA Logbook update since last meeting Logbook read from date of previous meeting. 301-tool list plot clear out 313 – tenant very unwell 315 – complaint about fencing – investigated, nothing seen as incorrect. Complainant to be informed that no infringement has taken place.</p>	MM
<p>7 Maintenance</p> <p>Poly tunnel update Shelving complete in tunnel, some slabs still needed no payback team has been on site for a while and DM injured so not able to complete without assistance.</p> <p>Update on water leaks and repairs 4 tanks ordered and all tanks on site now numbered. T – shop volunteer is updating the site map for ease of maintenance. DM and MaM are modifying some tanks to save money. Currently only one known leak that will be fixed but water will be turned off to repair.</p> <p>Some maintenance of access way requiring type 1 and concrete needed, back corner of site. CA as a health and safety issue needs repair nothing to do with the lease. Will be done for safety of tenants.</p> <p>MU- A volunteer commented it is difficult to move easily around the poly tunnel at the moment. As a safety issue this is a priority to be sorted. Enough slabs have been sourced for internal polytunnel. More required for walkway around the tunnel.</p> <p>**CP commented that they often save slabs at the recycling centre and could solve the issue**</p>	DM/MaM

<p>MM thanked CP for suggestion and to be investigated as a source of low-cost materials.</p> <p>Skip required to plot clear – no electrical goods allowed.</p> <p>Grass Cutting – More help needed. DM spoke to work contact asked what they would charge to loan a front deck mower. £31.50 for a Saturday morning hire. Agreed by all that was a good investment due to quality of work possible. Email to be written as will be invoiced, could be ongoing arrangement. Dm licensed and insured to use machinery. JC seconds the proposal to go ahead. DM commented that it will easily do all communal area. Email to Adrian Totts. DM will bring details or CA will find needed information at work. The question was asked if machine was height adjustable, was confirmed yes. Items needing clearing first were 337 and orchard. Tenant has offered assistance, lantra trained offered assistance with road works and qualified to do so. CA and DM to meet with him.</p>	
<p>8 Events report – DO</p> <p>Polytunnel made huge difference to preparations for the plant sale. DO especially wanted to thank DO and T (volunteer) for help to make the plant sale successful. He also wanted to thank the army of planters that worked really hard to plant, label and prepare plants for the sale. Dave H, Tony, Lisa, Mick, Silvano, John W, Maria and Chris. Big thanks to those who got the marquee up ready. Next events meeting is 12th May at 10 am. Plan for preparation for Plant sale was stated. -Sat cut grass in and around marquee and sides added to marquee -thurs tables for marquee cover and in order *more boxes needed for trays** Friday – plants to marquee ordered, labelled and priced. Helpful if have trolleys. Sat & Sun – two people on till, plant creche 3 in marquee advisors/stock replacement. NB carrying trays not for sale Banner and signage must go up. Float has been organised. Till needs charging Sat 9.30am for H&S talk. Security overnight for sale – volunteer offered to stay in the marquee overnight. Not covered by insurances and concern for personal safety of volunteer, decision made to rely on security cameras. Seed packets have been kept to label plants on stall.</p> <p>Quiz night needs pushing, trying for 80 people. Quiz Night to be advertised and tickets sold at plant sale.</p> <p>DM thanked for costing/saving of funds with the polytunnel keeping expenditure at the very minimum for a very professional outcome.</p> <p>Nails required to be picked up after excess pallets were removed to avoid punctures etc.</p>	

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Security Report –

AL will provide the committee with data when untangled from personal information. New volunteer required to cover site security.

INSURANCE – CA

Events & Volunteers need to be members of MRALGA so they are covered by our insurance should an accident or incident occur. They are considered ambassadors of MRALGA and therefore, should be members. Advance knowledge of volunteers taking part at events required. A formality needs to be introduced. Risk assessments and briefings, who to go to should anything concern or occur all need to take place and be taken seriously by volunteers.

MU suggested a volunteer's pack of information. CA will start collating a pack using other ideas, to include a risk assessment check list.

MORE VOLUNTEERS NEEDED.

A volunteer day has been arranged for Saturday the 8th of June, this is so potential volunteers can come and see how we work and how they can help make the site great with any talent they have. Also, to make volunteers and tenants feel valued and manage expectations.

** CP suggested that it would be a good idea if one trustee was responsible for the coordination of volunteers, so that people knew who to contact and speak to if they wanted to help, she believed more people would volunteer if they knew a specific person to speak to **

CP's point was slightly misunderstood in the context of the discussion but restated for clarity.

MU- wants the volunteer day to encourage people to come in and see us, get to know who we are and what we do. There is a need to reorganise the volunteering approach.

CP suggested there were several people on site that would volunteer if asked to her knowledge

It was stated that anyone wishing to volunteer knew where to come to offer. MM also stated that the lack of volunteers left her unable to walk the site and talk to people as the chair. This is an issue to be discussed at the next meeting.

<p>10 Trading Hut Report – Voluntary Shop Manager Providing report DH – Shop manager suggested that the seed potatoes were now beginning to go past their best or though were still viable. He suggested that the price be dropped to £1 a kilo to clear stock. DM proposed, seconded by MU and unanimous. DO suggested that the charlotte potatoes were in still very good condition and could be rebagged in white cloth bags to sell as Christmas potatoes. Agreed as a good idea to minimise waste. Full report emailed separately.</p>	
<p>11 Fire / H&S Report – CA CA – Rodent activity is heightened at the moment. Eradication of the problem is not possible; however, CA believes the situation is now managed and she is on top of keeping the numbers down. Poisons cannot be permanently used. CA is using attractants to see rodent hotspots and baiting in response. Vacant plots still cause issues with control of rodents. Some vacant plots are too dangerous to enter to put down bait boxes due to broken glass and tall grass and visibility issues. Unmaintained plots also causing an issue. Most tenants are improving and helping to deter. Hints given in broadcast as well. Nearly all vacant plots are baited. Carpet is an issue used on paths as rat tunnels are more difficult to spot.</p> <p>CA to do Health and Safety walk around during plant sale. Assistance from all appreciated.</p> <p>Easter event, thanks given for walk around and assistance with helping set up safely. People need to be aware of risks and risk assessments.</p> <p>Glass clearance is a long-term ongoing issue. Currently being stored ready to go to dump where collected from unused plots and communal areas. Broken glass a risk to tenants and plot inspection teams. Plot inspector to be involved in warning about glass clearance.</p> <p>Vacant plots need to be maintained.</p> <p>overall all is ok and going well, Water outlets are numbered and lots of tanks have been baited under the tank as rodent hot spots.</p> <p>Safety concerns still surround bonfires.</p>	

<p>MU- 180.1 had a huge bonfire with black smoke – the fire was creeping – fire safety letter needed and mess to be cleared up – JC to draft letter.</p>	
<p>12 Community payback work – Log sheet</p> <p>Payback team not been able to attend in a while – nothing to report at this meeting</p>	
<p>13 Plots - DO</p> <p>DO – stated that an improvement had been made from Januarys plot inspection letters. 8 plots require a second letter where no work has occurred at all. Reasonable plots were given some leeway on the first inspection however, 27 of these plots now require letters to improve.</p> <ul style="list-style-type: none"> - Two trailers and tractor were on one plot, a phone call was received by the tenant, 1 trailer was for manure. He is fully aware that they can't stay on the plot and he has been told by MM also. - Two plots have a lot of items outside the plots that need tidying as pose a hazard to other tenants – DO to draft a letter. - 2 not on the list need letters, one tenant has a broken leg and text CA, other gentleman is very ill and in bad condition - Sadly 2 plot holds have had close bereavements and have struggled to cope with their circumstance and plots. Decided that welfare visits maybe appropriate – see what is needed to bring maintenance of plots under control in the meantime. Letters to be sent with adjustment to offer assistance in the short term. DO will be doing one welfare visit. <p>Tibbs wish to take over community plot, agreed that trustees need to see details of insurance cover, and letters of intent for the plot. Mainly Thursday morning workers. Agreed no charge for the plot but to be reviewed yearly. Tibbs to be this year's charity at the annual show. Tibbs to be on site on Thursday each worker will have 1 on 1 supervision.</p> <p>MU suggested that trustees look into dementia friends an online training course to more understand the condition. A tenant on site is already connected to Tibbs. Not a Business but a Charity. RM – suggested that a welcome email be sent to Tibbs to welcome to the community, also to introduce other tenants to the charity. MU suggested an announcement of the charity before they start works and a welcome in the broadcast.</p>	
<p>15 A.O.B</p> <p>Time on Agenda Next meeting, required a list of policies that need writing, updating or rewriting. Policies as it stands to consider are: - Complaints policy and procedure – SM currently rewriting. Health and Safety – CA to take control Financial Policy – MU to take control GDPR – RM to write</p>	

Security Policy needs to be written
Safeguarding – children and adults – RM to explore and write.
Volunteer Policy to be drafted.
Environmental Policy needs to be looked at with priority in current climate awareness.

CVS website – free safeguarding training.

- Inventory underway, RM to collate all information when ready and digitise for easy of adaption and updating.

RM – Thanked all trustees, in particular, CA and MM for really helping her out in last few weeks. The are things ok messages really helped and she truly appreciated feeling backed up.

RM – suggested that trustees began to have ‘time out weekends’ This was to give all trustees a break and time to enjoy their plots. Some trustees agreed a good idea but would have to be done in stages. It was discussed that maybe once every 3 months the hut and shop were shut for a day to release trustees to be on their plots.

MU – did not think it was viable to shut the shop. There was some discussion on the idea. No decision was agreed.

CP raised the point again that at least 10 on site would help if asked but no one has asked them. Would welcome one person to see as initial contact

MM stated that she speaks to as many as she can. Request for volunteers to go into a broadcast. DM – did say that he thought there would be little or no response.

CP asked what has happened to the EGM minutes as not on website and no one know the outcomes It was stated that the minutes would be posted asap. But please note they are only draft minutes as they must be ratified at next AGM in November. RM to get minutes in draft to IT Master to upload. RM apologised this had not already been done.

CA – commented that we still need and independent person for complaints policy. CA will try and source a new person.

**CP raised the issue of the prices of tea and coffee and their recent increase in price. She asked for the justification in the price rise and provided the costings for a cup of tea. It was not in the community spirit (from Feb minutes) She feels that is not the purpose of the café for profit but for community. She stated that others also complained about the prices.

Costings – 2.7p PG Tips tea Bag, 4p for milk, 2.5p kettle. Less than 10p so why 60p charged.

JC said a service is provided. Several trustees pointed out that anywhere else tea and coffee was £1 and above. The cost of water, electric and volunteer time and effort was added to the discussion but not accepted as valid reasons for the price increase.

MM stated that these complaints needed to come directly to the trustees and not second hand. A vote was taken on the tea and coffee price and was 4/4 with MM not voting. The prices, therefore, will not be reduced and will remain as they are.

CA suggested that a bring your own mug could be incorporated into the pricing and as part of environmental policy be encouraged. – to be discussed at next meeting with environmental policy.

The discussion continued regarding the pricing and became quite heated. The comments became personalised. MM asked that the discussion was not personalised. Two trustees left the meeting due to high tension. The meeting was brought to an abrupt end.

****CP thanked for taking time to attend****

Meeting closed at 9.22pm

Next Meeting June 5th at 6.30pm

15 Next meeting:	