

MRALGA
 Agenda
 Monthly Trustees Meeting Saturday 3rd June 2023
 12.30pm

Present: Maria Moon (MM), Carol Andrew (CA), Garry Black (GA), David Moon (DM), David Osbourne (DO), Lisa Muxlow (LM), Mark Moore (MMO), Cheryl Brittan (CB)

Apologies:

Agenda item	Action
1 Welcome by Chair and minutes of previous meeting signed off for filing. Thanks the trustees for all the hard work over the last few months.	MM
2 Chairs report	MM
3 Secretary`s report Plot inspection policy signed off and agreed to send out with new tenancy this year. Amendments have been made accordingly ready for final print. Discussed and confirmed the price increase of the plots. It was discussed at the meeting whether all plots should have the £2 increase across the board. Some trustees believed the £2 should be on every plot. However the treasurer pointed out due to the wording PRO RATA on the AGM minutes we needed to stick to the afore mentioned. Final decisions were £2 per full plot, £1 per half plot and 50p on a micro plot. WhatsApp decisions do we want them recorded into minutes? Agreed Lisa will minute all decisions made via this medium. Read through updated tenancy and signed off so this can go to print. Agreed by all to go to print. Read through and signed off new facing letter for the tenancy pack. Read through and agreed to go to print. Monthly management jobs have been completed or are in hand for this month.	LM
4 Treasurers report <u>Finance report 5/2023</u> Account`s laptop available at the meeting to discuss figures and further information.	CA

Heygates delivery to pay for

Maria requested a replacement mobile phone for site as the one we have the battery is not holding charge.

Since last meeting we have purchased and sold on 4 IBC'S another 6 delivered 2/6. The purchase was agreed by Whats App communication.

5 Picnic benches photos and quotes agreed by Whats App communication

Gravel for front of micros and remainder saved for soak away when the handwash station is moved outside with a roof to protect from rain.

I have set up an account with Brookside nursery and emailed to order plug plants as requested by DO for July. They dispatch August so ordering end July

Reserve account holds money for two new doors. DM to provide quotes in his report

Also crushed tarmac and BBC Tractor dates to be agreed for track maintenance. New strimmers? Agreed to purchase new strimmer.

Have allocated funds as agreed for:

Electrics for greenhouse and polytunnel replacement cover for next year, plant sale set up costs,

Lawn mower. DO has suggested one two foot wide? Agreed to not purchase this year.

Our own Gazebo? If purchased they need to be pop up gazebos £300 budgeted.

New battery for till. Awaiting a price quote.

David Holt normally completes our PAT testing. If this has been arranged for this year please can we agree an amount to donate to a charity of his choosing? The inventory (PAT list) will need updating at the same time .

Plant sale Saturday and Sunday takings were. £5400

I would like to propose a budget of £200 for a floor mop/ scrubber for kitchen. Agreed not at this time but will look at flooring options.

Continue to apportion new tenants income to site budgets

I feel it would be good if all trustees could learn the cashier till procedure and deal with tenant questions. Trustees holidays means those available need to step in and cover. Multi tasking is not ideal not should be expected. If we do not have enough hands on deck then we need to review what we are able to do. If Tenants ask about necessary changes we need to explain why and ask them to support.

	<p>I have completed feedback report to Wixams tree and harpur trust grants received.</p> <p>Discussed the improvement for the roofs as they are now 15yrs old. When roof is replaced do we have solar panels added to be self-sufficient.? New roof costs to be looked into and put a plan together moving forward.</p>	
5	<p>Shop/Catering Report</p> <p><u>Catering</u></p> <p>_More donations of cakes needed. We can fund the ingredients, receipts required. A monthly bake day on site is another option.</p> <p>Support with cleaning including team room is needed in addition to Thursdays and Saturdays. Please can we have volunteers as its tending to be the usual few who are already busy.</p> <p>Lisa (has FHC) and kindly agreed to do show barbeque . As people enjoyed the BBQ at plant sale I will source the same. ingredients Lisa queries that she would be better used in the shop on that day.</p> <p>Shop doing very well. Top up order needed to be done imminently.</p>	CA/MM/DO
6	<p>Plot report</p> <p>Plot inspections been completed this week 13 1st letters and 6 notice to quits. Allocated 6 plots in the last 3 weeks. 1 left to confirm. 16 on waiting list and 1 vacant plot only.</p>	DO
7	<p>Health & Safety</p> <p>David Holt has confirmed he will be down in July to pat test.</p> <p>No issues raised this year with regards health and safety at plant sale so new way of working will continue.</p> <p>Toilet basket changed and fire alarms tested 3/6.</p> <p>Questioned can we place a multi language sign to keep clean</p>	GB
8	<p>MRALGA Log book update since last meeting</p>	MM
9	<p>Maintenance</p> <p>To get quote for removal of asbestos shed been left on site.</p> <p>Doors quoted £2300 fitted plus VAT.with 2 locks to requote with 3 locks per door to sit in line with insurance policy. Agreed to purchase and fit once they can complete with 3 locks.</p> <p>£470.00 for tractor and 2 blokes to do the tracks for the day.</p> <p>£320 plus vat for 20tonne 60 ton needed All agreed to go ahead as soon as possible.</p> <p>Plumbing parts to be ordered. £100.</p>	DM

10	Community payback No updates	MM
11	Security report Fencing discussed as it has weak points should this be replaced? Over a number of years possibly? To be discussed in full at the next meeting and decisions made before the AGM.	MMO
12	Events Cheryl apologises she cannot do fish and chip quiz night. Events meeting needs to be arranged for setting up show Lisa will go through with Cheryl everything to be discussed. Show marketing is in hand	CB
13	A.O.B Should we get a defib for site? We can get one fully funded? All agreed Lisa to look into getting one fitted as soon as possible.	ALL
14	Date of next meeting 3 rd July 6pm Monday	ALL