



Mile Road Allotment & Leisure Gardeners Association

Minutes - Monthly Trustees Meeting Saturday 9th December 2023 12.30pm

Members present:

Maria Moon (MM) Carol Andrew (CA) Mark Moore (MMO) David Osborn (DO)

Yasmin Alhaj (YA) Dave Moon (DM) Nigel James (NJ) minute taker

Apologies: Garry Black (GB)

Agenda item	Action
<p>Welcome by Chair. Minutes of previous meeting 6th November 2023. Approved and signed as a correct record of events.</p>	MM
<p>Chair's report</p> <ul style="list-style-type: none"> Allocation of Trustee roles for the year ahead. <p>Previous Trustees who have indicated that they wish to continue in current roles are duly accepted back into positions and thanked for hard work.</p> <p>Allocation of Trustee work. The review document circulated prior to meeting reviewed by members and roles for Yasmin and Nigel allocated and approved. This document will be reviewed again at next meeting to monitor progress of tasks.</p> <ul style="list-style-type: none"> Proposals of Annual General Meeting (AGM) of 18th November and minutes duly accepted and approved. 	<p>MM / ALL</p> <p>NJ / YA</p> <p>ALL</p>
<p>Interim Secretary's report</p> <p>Administration tasks allocated to members and trustees reviewed as to content. It was decided to appoint two secretarial roles in future:</p> <ol style="list-style-type: none"> Minutes secretary Administration secretary <p>Dividing the roles has advantages. The minute's secretary could develop a new supporting role elsewhere to other appointed roles with agreement of Trustees.</p> <p>CA and MM stated we work as a team to run the Mile Road Association and maintain an active, fully functioning body to assist all plot holders.</p>	<p>NJ</p> <p>YA</p> <p>ALL</p>

<p>Treasurer's Report</p> <p>Laptop containing accounts is available at the Trustees meeting for review of figures and questions.</p> <p>Since last meeting: Purchases have been as follows. Padlock, new supplier pending delivery, Paid track BBC bill, 10 new gate keys, Emergency mobile number sign, payment to companies house annual return, monthly electric bill, NAS membership renewal and full updated membership spreadsheet, website renewal, payments to Growells, Chubby meal-worm and donation for PAT (Portable Appliance Testing) Charity of D Holt's choice (Birkenhead community growing group). Brookside nursery plug plants for plant sale delivery 25/3/2024 and 4 pallets of compost.</p> <p>Insurance quote has been received at an increase of £42. Agreed that MM, DO and treasurer will meet to read through documents prior to payment being made. Due 31/12/23.</p> <p>Site income to date is: £13,222.07 plus vacant plots to be let. Chased up the site skip bill as still outstanding Pending purchases are: 2m membrane and 1m membrane 3 rolls of each from Growells.</p> <p>Send seed packet list for shop to be delivered with potatoes, onions and shallots from Growells. Kings whole sale for shop and plant sale and 4 greenhouse heaters. <u>Need for other equipment.</u> Two new lawnmowers. Starter 'Jump Pack' does not need replacing. Strimmers. Requirement to sell surplus strimmers and purchased new one(s) in new year. One tenant to pay late payment fee as person did not have sufficient funds with her. All plot invoices now cleared. Reminder to Trustees to use Petty Cash for purchases under £20 and receipts required. No expense form needed when using petty cash. Ensure all lights and sockets are turned off when closing and locking up huts with exception of the two Sum-Up register machines that need to be left on. Reserved £2,000 for the new pedestrian gate into the reserved funds account. As accepted at the AGM. Tenant paperwork must be fully completed and readable, as reminder. Registered our two new trustees with Companies House and the Charity Commission. Nigel and Yasmin. CA has also updated administration tasks sheet for discussion and allocation. <i>See this report.</i> RHS annual membership was discussed at £45. It was decided to</p>	<p>MM/ DO/ CA</p> <p>ALL/ CA</p>
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<p>discontinue membership.</p> <p>St Paul's Christmas Tree Festival, 6th to 10th December is still on this week to visit and support. MRLGA has entered a tree. It is fund raising for local hospital.</p> <p>A tenant paid for the tree we have only spent £2 decorating the tree. It will be collected on Monday 11th December and will add to our Christmas celebrations in the main hut.</p>	ALL
<p>5. Catering report</p> <p>CA and MM advised that catering team must continue to complete the tick sheets whenever kitchen and adjacent area is in use in order to help maintain our 5 star rating with Council.</p> <p>The team are to note that the water has now been turned off.</p>	Catering Team
<p>6. Shop report</p> <p>Shop is well stocked up. Shop sales returns have improved well over last few months and this has been a good year.</p> <p>We have a delivery on Thursday.</p> <p>MM stated Saturday only opening up to and including 23rd December as closed Christmas and new year reopening on 16th January 2024.</p>	ALL
<p>7. Plot Report</p> <p>DO advise that 2 more plots have been recently allocated. Two full plots and two micro plots awaiting reallocation. We have about 10% turnover and currently over 12 on waiting list.</p> <p>Ordered Kings Seeds have also arrived and require collection from the hut/ shop.</p> <p>Requests will go out on winter plot inspections. Yasmin will assist on letter circulation.</p>	All AY
<p>8. Health & Safety</p> <p>In absence of GB an update report provided. H&S Policy and risk assessments up dated and no outstanding issues.</p> <p>NJ requested a viewing of current policy also and if general risk assessments for plot holders available per current Management of Health and Safety Regulations. CA advised this would be possible after speaking to GB at later time. Plot holders are responsible for their own plots.</p>	GB

<p>NJ advised can assist with requests if problems arise and can deputise at times per his previous safety backgrounds. NJ to discuss withy GB.</p>	<p>NJ / GB</p>
<p>8. MRALGA log book update since last meeting</p> <p>No reports of accidents or incidents from last meeting. Some Trustees asked what we are insured for. CA advised that she will forward policy detail across to Trustees requesting a viewing.</p>	<p>CA</p>
<p>9. Monthly management task list</p> <p>CA reported that this was up to date with annual plan. Website along with National Association subscription renewal for members has been paid. Insurance as treasurer's report.</p> <p>Annual Companies House confirmation for MRALGA has been processed for £13..</p>	<p>CA</p>
<p>10. Maintenance</p> <p>DM reported that the greenhouses are fully completed and kitted out with electric heating as needed.</p> <p>The security roof project is 75% completed.</p> <p>The new pedestrian gate project is progressing and currently reviewing best option ready for new year. Costs fully budgeted.</p> <p>New kitchen floor needs progressing to decide either tiling or lino re health and hygiene recommendations.</p>	
<p>11. Community payback</p> <p>We will review in March 2024. Nothing else to report.</p>	
<p>12. Security report</p> <p>MMO stated nothing to report. Fence was intact and cameras working. NJ confirmed about fence during last inspection.</p>	
<p>13. Events report</p> <p>DO stated that a vote of thanks be offered for Cheryl for the work she has done as lead for events and also the work put into the recent wreath making. Also thanks to Maria for help on refreshments.</p>	

<p>Events have gone to plan with preparations finalised for Santa event on 16th December. Please arrive EARLY on the day about 9.00 am so we can prepare in advance and lay out tables. Start at 10.00 am. NB: Local MP in attendance from 11.20 am.</p> <p>Planning events dates for next year 2024.</p> <ul style="list-style-type: none"> • Annual General Meeting (AGM) Saturday 16th November 2024 • Easter and Daffodil events together for Saturday 23rd March • Plant Sale 11th and 12th May (Sat: 10.00 till 4.00 Sun: 10.00 till 13.00) • Quiz nights. Friday 21st June and Friday 20th September. • MRALGA Show Event. Saturday 7th September • Carved Pumpkin. Saturday 26th October • Santa event – Saturday 14th December • Wreath making now changed to Sunday 1st December 2024 	<p>ALL</p>
<p>14. Another Other Business (AOB) DO thanked Carol for her work for St Paul’s Christmas Tree Festival In view of the work required to enter the annual Christmas Tree event, it was recommended that an Events Group/or craft group within MRALGA look to prepare for the event in advance. NB:CA is happy to lead with the event</p> <p>Trustees require more persons to come forward to volunteer for events and that we actively canvas members to join the team.</p> <p>NJ has asked Cecilia to produce first draft of next years event paged leaflet. DO confirm Cecilia has old copy for template. She is also content to provide other flyers as required for notice boards.</p>	<p>CA and Events Team</p> <p>ALL</p> <p>NJ/DO</p>
<p>15. Date and time of next meeting:</p> <p>Due to site re-opening for shop business on 16th January 2024, agreed to hold first 2024 trustees meeting on 3rd February 2024. Time: 12.30 pm</p> <p>Meeting closed at 13.45 hours.</p>	<p>ALL</p>