



Mile Road Allotment & Leisure Gardeners Association

Minutes - Monthly Trustees Meeting Saturday 10th February 2024 12.30pm

Members present:

Maria Moon (MM) Carol Andrew (CA) Mark Moore (MMO) David Osborn (DO) Dave Moon (DM) Garry Black (GB) Nigel James (NJ) minute taker

Apologies: Yasmin Alhaj (YA)

Agenda item	Action
<p>Welcome by Chair.</p> <p>Minutes of previous meeting 9th December 2023.</p> <p>Approved and signed as true record of events. NJ to send copy to CA for website.</p>	<p>MM</p> <p>NJ</p>
<p>Chair's report</p> <p>MM stated the site was fully taken with plots. Some tenants had asked questions about plots issues, but all were resolved.</p>	
<p>Secretary's report</p> <p>In the absence of the general secretary, NJ reported the following:</p> <p>Yasmin and NJ have met to review PC and all electronic folders are in a manageable state to main access for reports, documents and forms.</p> <p>NJ has got first draft for Winter Newsletter. Minor amendments to follow. Wall chart will be posted up recording items by trustees or volunteers including holidays. All document folders in main locked cupboard have been listed. CA and MM under a question from NJ reported that Yasmin has been provided with copy of the post box key.</p>	<p>NJ</p> <p>YA</p>
<p>Treasurer's Report</p> <p>The finance laptop was available at the meeting to go through the accounts. Since December MRALGA has purchased green house heaters, extension cables, kettle, shop till, sundry admin items and clips for skylight grids.</p> <p>Reserved funds for kitchen floor and lawnmowers discussed and to be finalized. Would like to purchase 15 folding tables for plant sale use etc (£25-£30 each.) All agreed Strong metal shelving for outdoor use we can attach robust wheels for transporting plants and used outside the shop, budget around £350.00. Agreed.</p> <p>Need to replace the large Plant Sale and Show banners and change the</p>	<p>CA</p>

<p>date on the AGM banner. Suggested we use a blank ‘pocket’ on new ones to attach different dates. Agreed and DO to organize with supplier in Sandy.</p> <p>Need PAT testing report Drill and batteries for DM. as During cold weather ensure we cover printers, tills, sum-up machines and turn off all plugs apart from fridge and sum-up machines. New till in shop, please learn to use if unsure how and complete a cashing up sheet please let CA know.</p> <p>Please all read and keep a copy of the attached changes in company law. Brief summary for minutes: Economic Crime and Corporation Transparency Act – law October 2023. Company’s house aiming to introduce first set of changes on 4th March 2024. Changes still need secondary parliamentary legislation so it will not be earlier than 4 March 2024. Changes include: Greater powers to query information and request supporting evidence. Stronger checks on company names and verifying your identity directly with Companies House. New rules for registered office addresses; any documents sent to registered office should be expected to come to the attention of person acting on behalf of the company any documents sent to that address can be recorded by an acknowledgement of delivery. CA has emailed companies house and obtained replied. Can also confirm that as long as the 2 criteria below are met, then you can continue to use the registered office address recorded as usual.</p> <ol style="list-style-type: none"> 1. Documents sent to the registered office should be expected to come to the attention of a person acting on behalf of the company. 2. Documents sent to that address can be recorded by an acknowledgement of delivery. <p>A requirement for all companies is to supply a registered email address. Current email is the current Treasurer.</p> <p>Statement of lawful purpose. When incorporating companies from 4th March 2024, the subscribers (shareholders) will need to confirm they’re forming the company for a lawful purpose. You’ll also need to confirm the company’s intended future activities are lawful on the confirmation statement. We filed this in December.</p> <p>Accounts filing to Companies House is also changing to ‘software base’ only. We do this and will need to clarify if current format is as used with charity commission. discussion. DO also attend the meetings.</p>	<p>DO</p> <p>ALL / CA</p> <p>CA</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

<p>5. Catering report</p> <p>We are responsible for site health and safety as a team. Cleaning and ticking charts need to be maintained to ensure we keep our 5 stars rating. We open on Thursdays on 7th March CA asked for support from everyone with cleaning, CA suggested 29th February. DO was asked to speak to Anne and Rachel.</p> <p>As re-open on 29th February with reminder to Rachel and Anne S and a new price list needs displaying.</p> <p>Need more volunteers for Saturdays and the tearoom should not be open without the presence of someone with food hygiene certificate as agreed when inspection took place.</p> <p>CA states toilet facility is not being checked /cleaned on a regular basis so more help. The key for cleaning cupboard is in drawer by till.</p>	<p>ALL / Catering Team</p>
<p>6. Shop report</p> <p>MM stated all was in a manageable state, and a full stock. Another order to keep stock topped up is out.</p>	
<p>7. Plot Report</p> <p>DO advised that 2 micro plots available with 15 persons on the waiting list. 2 plots were classified as 'untidy' and to be cleared and other plots 'unworked' was work in progress by the plots team.</p> <p>The Communal Bonfire area (area behind Marquee location) suggested to be reallocated for a plot. Agreed.</p> <p>Plot inspections will recommence in March. Also reporting of 'dumping' manure by kerbsides and is unsightly and not in as per tenant's agreement. This will be challenged with plot holder and mentioned in next newsletter.</p>	<p>ALL</p> <p>NJ</p>
<p>8. Health & Safety</p> <p>GB advised that we were awaiting the PAT testing report. Appears this is on its way. PAT tested report is from David Holt and was sent out in November time. Yasmin to check out emails during this time.</p> <p>The recent new electrical installations are awaiting a P13 electrical inspection certificate. GB to advise all at next meeting. Defibrillator light turned off and heater to be turned off during warmer weather.</p> <p>Fire Alarm testing will require more check sheets for GB. NJ to advise Yasmin</p> <p>NJ questioned about our current Health and Safety Policy and to have updated electronic risk assessments, if possible. GB advised that the Health & safety file contains all items needed, and explained that the policy and risk assessments are reviewed every year and resigned.</p> <p>NJ and GB will work to locate what is required and ensure any items</p>	<p>GB / AY</p> <p>NJ / AY</p> <p>NJ / GB</p> <p>NJ / GB</p>

are updated and signed off.	
It was collectively agreed that a notice would be posted to advise tenants that if anyone wished to view <u>any</u> of our listed policies, they could do so by requesting a read through with a trustee.	NJ
8. MRALGA log book update since last meeting No reports of accidents or incidents. MM said one tenant reported broken glass in greenhouse.	MM
9. Monthly management task list MM reviewed current MRALGA management list of tasks. February, March and April tasks in order and many progressed. Need to resolve orchard pruning per DO's comments earlier. Nothing else to report.	MM / ALL
10. Maintenance DM reported that all agreed security roofing has been completed. Needs new batteries for drill units. Sufficient fire-wood for hut fire. Broken glass in main greenhouse to be replaced. Discussion about a changing over to IBCs from blue barrels, rear of huts, is in progress. The new pedestrian gate project is progressing and currently reviewing best 'galvanised' gate and fence as possible option. New kitchen floor progressing later.	DM DM
11. Community payback There is still nothing to report on this as per last report. No contact has been received to date from the Community Payback personnel.	
12. Security report Mark M confirmed we have 5 security cameras in strategic positions. Considering recent potential dog fouling, Mark will re-site a camera to investigate.	Mark M
13. Events report On behalf on events group, NJ stated that all planned posters were with Cecilia. NJ would confirm correct content for events posters and be ready for meeting next week. NJ will circulate a new events agenda this week. NJ asked about volunteers Gareth Ecott will join. Confirmed by MM that we will require a full barbeque for MRALGA Show day on 7 th September, Plant Sale and Quiz night (June)	
14. Any Other Business (AOB)	

<p>Possible dog-fouling was reported and in view of evidence, a camera will be temporarily re-sited by Mark M.</p> <p>To be posted in next newsletter by NJ along with other issues / topics.</p> <p>Report on fire and use of incinerators. CA stated that she had noticed at beginning of February that at least 2 persons not adhering to correct burning method. Two tenants receiving letters.</p> <p>Big tractors. In view of the damage caused by extra wide tractors to the internal roadsides, a complete big tractor ban has been imposed. Tenants make own arrangements for manure plot deliveries.</p> <p>As Secretary for NAS Regional Meeting please let me know if you have any concerns or questions for wider discussion. DO also attends the meetings.</p> <p>We have been asked to host the next Eastern region meeting 29th June 2024 10 for 10.30 start.</p> <p>DO will assist. We will lay on refreshments and light buffet lunch (I will organize) and will ask region to pay for in lieu of hall hire they normally pay / £75 we will ask the academy to use their car park. Tearoom for NAS meeting only that day. Cold refreshments for members could be sold through shop?</p> <p>R.S.V.P will be required when I send the invite out with reply by date. no more than 50 DO - I will organize.</p> <p>NJ offered to help and Ca suggested directing visitors to use school car park.</p> <p>Am also working with current members of Beds Bucks and Herts. gardening council to re-start meetings no dates as yet and have offered MRALGA as a venue for meetings. No extra work for anyone unless you wish to be involved.</p>	<p>Mark M</p> <p>NJ</p> <p>CA</p> <p>MM / ALL</p> <p>CA / DO</p> <p>CA</p> <p>CA</p>
<p>15. Date and time of next meeting: The next meeting will be held on 6th April at 12.30pm main hut.</p> <p>All meetings thereafter will be evening set times because of lighter evenings, until further notice.</p> <p>Meeting closed at 14.00 hours.</p>	<p>ALL</p>