

MRALGA
Agenda
Wednesday 9th February 2022
6.30 pm

Attendees: Maria Moon (MM) David Osborn (DO) Carol Andrew (CA) Mark Moore (MAM) Dave Moon (DM) Cheryl Britton (CB) Garry Black (GB)

Apologies Myra Underwood

Agenda item	Action
<p>1 Welcome by Chair Minutes of previous meeting agreed by all.</p>	
<p>2 Secretary`s report NAS membership updated and data sent encrypted to Corby Office. Updated tenant data -with reference to changes noted when tenants paid their invoices. Mail merge and letter to all Tenants as agreed at last meeting. Letters distributed via shop and remaining posted. 4 volunteer slips returned and manual file created., contact sheets for various jobs. i.e. Seed sowing with list of volunteers and contact details created Archived data in filing cabinets and shredding as appropriate. Insurance The officers of mralga met before renewal date and discussed questions asked by insurers and revisited the cover provided. It was agreed for the secretary to correspond. CA emailed all trustees regarding amendments and endorsements prior to this meeting. All documentation printed and the policy booklet for our records and updated manual file, to be kept in filing cabinet and an electronic copy on laptop. Also copy of insurance displayed and a copy given to CPBack supervisor. The insurers are now asking more detailed information about allotment sites. Membership has increased and now includes shop only members. We have increased assets and money cover. Money kept at a home address maximum £500 therefore if over £500 to be a shared responsibility prior to banking £2000 in safe. We need to support the treasurer with banking. Machinery only be used by trained people. After discussion it was agreed to create training record sheets for individual volunteers and DM to train. Ponds on plots inspection and discussion with tenants regarding fencing and gate. Chickens now only 20 /plot allowed. Bees on two plots. copy of Bedfordshire Bee keeper`s insurance received by one tenant and another tenant to be contacted. The above to be added to tenancy.</p>	<p>CA</p> <p>CA DM</p> <p>CA</p>

	<p>Trees we need to inspect communal areas quarterly and keep a log book Assess which trees should be removed and action.</p> <p>Also updated database with new members.</p> <p>Prepared plot letters for plot inspectors. Testing fire alarms most weeks. Internal check of accounts for October, November and December and now January. CA concerned about trustee workloads and asked that we look at procedures to share work load and responsibilities, this should also encourage future trustees to come forward and make roles more manageable and shared.</p>	CA, DM.DO
3	<p>Treasurer`s and catering report MU away on holiday. MU has emailed January accounts to all trustees.</p>	
4	<p>Plots “2 available and another 3 in March. 3 people on the waiting list. Plot inspections carried out by DO and MM. 16 letters posted and 4 plots of concern.</p>	DO/MM
5	<p>Shop Well stocked Potato weighing up went well. Contact Growells regarding potato`s yet to be delivered. MM discussed the storage of stock and making more manageable with regard to moving and handling. GB to meet with MM and discuss. End room to be used for all deliveries apart from Heygates. All agreed</p>	MM DM GB
6	<p>Maintenance Date for volunteers support with track repairs. Currently we are unable to higher machinery. DM proposed that we ask Mr Thompson to cut the perimeter hedge. All agreed</p> <p>New shop doors ordered and installation hopefully 2 weeks on Friday.</p> <p>DM presented a plan for a covered work area to the rear of the huts. Quote £360 and DM plus others to build. All agreed and materials to be purchased</p>	DM MM/CA
7	<p>Health & safety GB has looked at existing files and paperwork is very thorough; however, GB is creating review forms for updates and yearly checks. GB suggested reviewing areas different months to spread the work involved. Use of manufacturer`s instructions to be followed when mixing pesticides and using the back pack sprayer. We discussed a moving and handling course. 1 Hr session to be offered to volunteers, date to be arranged after discussion with volunteers. GB to work with events committee as appropriate. CB to check first aid boxes and purchase any additional resources.</p>	GB ALL All CB

8	<p>Security Note book needed. MaM to research possibility of additional cameras.</p>	<p>CA MaM</p>
9.	<p>Moving forward with events The events committee have met and the following dates for events proposed: Easter and daffodil event 26/3/2022 Plant sale weekend 14&15 May (15th half day) Jubilee event 4th June 16/8 trip to Castle Ashby Annual show 10/9/2022 Quiz nights 4/6 and 24/9 Possible murder mystery night 15/7/2022 All Posters to be displayed in the huts and site events notice board as soon as they are ready. We discussed the members open meeting and it was agreed that we should talk to tenants to gather thoughts regarding day and timings. All agreed to discuss with tenants</p>	<p>Events team All</p>
10	<p>A.O.B A qualified volunteer has come forward to manage rodent control. Keys and handover to be provided CB suggested photographs of trustees and volunteers to be taken for noticeboard in huts and external board. All agreed CB has started work on the allotment past present and future board. CB asked if we should have a wheelchair onsite and GB to explore the feasibility CB asked about button logo badges and it was agreed for CB to research costs. Meeting closed at 8pm.</p>	<p>CA CB CB GB CB</p>
11	<p>Date of next meeting 2nd March 2022</p>	