

MRALGA  
 Agenda  
 Monthly Trustees Meeting Monday 12<sup>th</sup> Sept 2022  
 6.30 pm

Present : Mark Moore MM, Carol Andrew CA, Maria Moon MMO, David Moon (via zoom), Gary Black GB, Lisa Muxlow minute taker only.

Apologies: Cheryl Britton CB, David Oz DO.

Agenda item	Action
1 Welcome by Chair and minutes of previous meeting signed off for filing.	<b>MMO</b>
2 Chairs report More volunteers needed for events and designated jobs must be adhered to throughout the event. <b>ALL AGREED</b>  Relocation of the marquee to the hardstanding area in front of the hut for the winter period. Agreed to be relocated as long as tied into the building and red barriers placed on road side. Agreed to move from grassed area last week of October. <b>AGREED BY ALL</b>  Email was received from MP due to queens death and this is why he didn't arrive on show day.	<b>MMO</b>
3 Secretary`s report  Read through plot emails to all trustees.  Tenant, to be replied to that the trustees have no supporting evidence of any videos. Reiterated in email that the pathway will be reinstated from the front of the plot shortly.  Tenant , due to health conditions tenancy must now be joint with son lisa to email back and explain.  Tenant, to be emailed by return ref request for second micro. TO come in to view half plots.  All paperwork to do with invoice run has now been printed. The only thing left to do is the invoices themselves to be started Weds 14 <sup>th</sup> Sept.  225.1 do not send invoice via post as tenant needs to update address details.	<b>LM</b>
4 Treasurers report Still awaiting 2.5K Harpur trust and 2.5K councillors trust towards WOOWOO. Working towards end of year figures and making sure everything is in line ready for the AGM.	<b>CA</b>

	<p>Shop will show deficit as next years stock has already been purchased  Show day profit BBQ £127, TOMBOLA £60, RAFFLE £190, CATERING £118 SHOP £241 (includes show entries and kids area)  Great result considering circumstances.</p> <p>Proposal of rent increase will need to be shown on the outside boards.</p> <p>Noted that Amanda Brooks continues to go above and beyond in helping with grants and donations.</p>	
5	<p>Shop/Catering Report  New table clothes are now in situ and look lovely.</p> <p>Possible issue with cover for shop and canteen on 8<sup>th</sup> October. We need to possibly shut and only open for payments on this day.</p> <p>Big order for the year has been received missing items will be forwarded shortly.</p> <p>Query whether kitchen floor can be stripped and painted.</p>	<b>CA</b>
6	<p>Plot report</p> <p>New water collection now installed just roof to be finished.</p> <p>Trustees are aware of some movements within plots before year end for those moving to bigger plots.</p> <p>401/402 plot holder not in the country if she is not in the country by tenancy renewal it is not to be renewed? Invoice to be held back and tenant to be contacted.</p> <p>Letters have been sent to plot holders that will not be renewed in October.</p>	<b>MMO</b>
7	<p>Health &amp; Safety  Risk Assessment folder to be updated and categorised by end Nov.  COSHH file to be checked and updated accordingly also.</p> <p>On show day there were a few issues, barriers are placed to stop transport. Moving forward disability cars can park at side of the huts. No reversing on events due to kids and elderly on site.</p> <p>NO freestanding pallets moving forward for kids games. All games that are freestanding must be tied into structures.</p> <p>Kitchen floor must be uplifted as it is a trip hazard, repainted and sealed.</p>	<b>GB</b>
8	<p>MRALGA Log book update since last meeting  171.1 crops reported missing  373 water butt connectors have been stolen</p>	<b>MMO</b>
9	<p>Maintenance  Dave needs tools and Mark needs rechargeable batteries which ALL AGREED to be purchased immediately.</p>	<b>DM</b>

	<p>Water collection roof will be finished 14<sup>th</sup>. Much of the other maintenance is up to date.</p> <p>The two doors needing to be replaced are currently cheaper to be replaced if we buy the doors and fit them with extra locks and keys.</p> <p>Bedford based company to be contacted and see if they can quote (simpsons security doors)</p> <p>Lawn mowers quote received 20" £400 each. Email sent to Carol.</p> <p>Still need bench saw for wood works around the site.</p>	
10	<p>Community payback Resuming 17<sup>th</sup> sept lacking supervisors currently.</p> <p>Jobs to be added to the file and worked through accordingly.</p>	<b>MMO, CA</b>
11	<p>Security report Camera to be placed on 171.1 as crops are going missing</p> <p>Camera boxes are now being done with no completion date.</p> <p>3 weeks ago the main carpark camera was stolen.</p> <p>Cameras to be checked regularly to make sure they are facing the correct direction.</p>	<b>MM</b>
12	<p>Events</p> <p>Three events to come Halloween 29<sup>th</sup> Oct 10-2 Wreath Making 4<sup>th</sup> Dec Xmas party 10<sup>th</sup> Dec 10-2</p> <p>Show times to be changed next year 10-3pm ALL AGREED</p> <p>Quiz night to be cancelled 24<sup>th</sup> Sept ALL AGREED</p> <p>Facebook, Instagram much more visual for the site. We need to work on this to be launched in the new year.</p>	<b>CB,</b>
13	<p>A.O.B</p> <p>Picnic benches need to be burnt asap as they are now a health and safety issue. New ones are to be purchased and timber cared and stored in the dry in the winter.</p>	<b>ALL</b>

14 Date of next meeting  7 <sup>th</sup> November 6:30pm	<b>ALL</b>