

MRALGA

Monthly Trustees Meeting Wed 7th July 2019

Attendees: Maria Moon (MM) Carol Andrew (CA) Myra Underwood (MU) Bekah Miller (BM) David Moon (DM) David Osborn (DO) Mark Moore (MaM)

Apologies: Joseph Cox,

Minute Taker: - Bekah Miller – General Secretary

Agenda item	Meeting Commenced 6.40pm	Action
1	<p>Welcome by Chair Thanked all for attending</p>	MM
2	<p>Minutes of previous meeting and matters arising.</p> <p>Key allocation and monitoring – Who has keys? A need to record keys, specifically extra keys, record who gives key out, when keys are returned etc. List of suppliers needed that have keys. Current Supplies include, Kestrel, Capel tree (woodchip), Mel Fisher (Manure delivery) Community Payback, Police, Volunteers.</p> <p>Key Demand slowing down as plots get taken up – DO</p> <p>NB No Logs needed, supplier to be contacted List of Supplier Keys needed List of extra key requests – plot tenancies – keys given noted on the form</p>	ALL
3	<p>Chair's Report</p> <p>MM and DO have toured the plots and a few more to go. Orchard – MM concerned that the amount of work required is too much for just trustees. IBC's due to arrive a week Saturday from this meeting. – 6 arriving Orchard, trustees need to see the work required. A tenant has requested to look at the feasibility of extending the Orchard for stone fruits. Considered and thought to be given as possibly a project for wintertime if enough manpower/volunteers to complete. Orchard needs to be dug mulched and planted.</p>	
4	<p>Secretary's Report</p> <p>BM now has full control of the google business page, it has been updated to include some more photographs and no longer listed as a gym but a Land Allotment. Is connected both by BM personal email and Admin email.</p> <p>CA reminded that some processes are needed, jobs need to be prioritised, stricter processes and implementation of plot work. 3rd letter was received in error by a tenant as wrong address was noted. CA believes if we improve processes it will lessen workload. ALL Agreed. Assistance will still be given with Mail merges, the invoice run and</p>	

<p>monitoring admin mailbox when BM is unable by MA (CA husband)</p> <ul style="list-style-type: none"> - Generic letters needed - Letter Head required for DO to be able to write letters - What technology is needed to make accessible for trustees? – BM - Chart Required for Data backup - Secretary role to be re-examined later. <p>Plot Inspections successful and improving site Plot inspection prior to invoice run Regular and thorough plot inspections</p>	
<p>5 Treasurers report – MU</p> <p>6 IBC's coming 13th July. Inventory done for kitchen Around 2 weeks till door work commences DM to give quote for water collection to MU. 2 collection points to be added. Type 1 – Not got back to DM, tried to contact with no response. Moore & Mick George. Call and Email</p> <p>MU unsure what to order as to many options. DM to keep chasing MM to speak to Tony regarding grades.</p> <p>DM- suggested using crushed tarmac instead of type 1 from G.Moore. DM to find out costs, some discussion regarding its merits. Council uses same stuff for potholes and repairs in the cemetery. It was agreed this seemed a better option than Type 1 as more durable. Prep would be required before delivery as it would have to be laid straight away due to summer heat. Collapsing corner to be mended first, crushed tarmac to be used here first to see if it works for allotment needs. DM Proposed, DO seconded. £300 spend agreed Proposed CA seconded MaM. Liaise with community payback to get tarmac down. DM – to ask about the storage of Crushed Tarmac, Wacker plate will be needed. A little Digger, truck or tractor from council DM to ask Adrian Toft.</p> <p>Donation of £500 Banked and Thank you sent. A volunteer took mandates to bank, bank refused to take without appointment. MU has called for appointment but no reply. However, now has appointment on Friday 5th</p> <p>Water usage is being monitored continuously for fair usage.</p> <p>CA has requested overalls and safety boots for vermin control work. £50 spend agreed – MU proposed; DM seconded DM – Requested chainsaw blades – allowed The Strimmer discussed at previous meeting is currently out of stock, DM to keep an eye on progress.</p> <p>2 strimmer motors, trying to make another temporarily.</p> <p>Membership cards need updating – regarding business link, get more information and suggest sponsorship. BM</p> <p>Prize Money for Show and Allotment competitions plus prizes for children</p>	

<p>estimated at £226 plus £60 for children's prizes</p> <p>7 bottles of wine required as gift for show judges DM requested permission to spend some money on maintenance equipment at screw fix</p> <p>CA – as part of environmental policy – reusable cups with advertising or witty slogan. Coffee drinkers to be monitored pros and cons to be thought out.</p> <p>2 strimmer's currently broken due to their poor quality, strimmer simply has turned out not fit for their purpose.</p> <p>New strimmer's needs to be decided what is good, what do we require them to do, 2 are still working. How much will broken ones cost to repair, is it worth it. If under £50 go for repair if over further discussion needed.</p> <p>MU left Meeting at 8PM for family commitment.</p>	
<p>6 MRALGA Log book update since last meeting</p> <p>Tenant reported break-in. asked to obtain police crime number – not done</p>	
<p>7 Maintenance</p> <p>Water Tanker fitted 40, 60 and number 1 tanks done. 1 more to go pipe to be moved out the ground. 34 fitted with tap tank needs a repair as has overflow hole, to be reviewed.</p> <p>Handrails in place Waiting for parts for community area barrier Second skip to be sorted. – DM to ask Council contact Poly Tunnel gutting completed shelf to be added as wood available.</p> <p>BM thanked Mark for moving and adding extra shelf in office area, great work!</p>	
<p>8 Events report – DO</p> <p>Volunteer Tidy up day went well, and a lot of good work was done. Show brochure ready to be sent to print, details all confirmed between DO and BM. BM to send off template to Unilever as soon as times adjusted. Tim Hill is Special guest at the show</p> <p>Sarah from Tibbs will be running the charity veg stall with all proceeds going to the Tibbs dementia foundation. Produce to be requested as donations for the stall. Have 400 supporters/ flyers needed to advertise,</p> <p>Selection of spring bulbs and autumn bedding plants at show Children's activities – DO wants to encourage newer tenants to help and attend. DO – possibility of having a Police display at show – Helen a tenant is a 999-call operator, contact name to be obtained. Do – believes the event will be great.</p>	

<p>Trip to Wisley Tuesday 3rd September. 29 seats available at £16 pounds a ticket includes coach and entry, half tickets reserved,</p> <p>Plot judging Saturday 27th of July. Independent judge Mick Camp, Chair of Baldock association and John Bray Secretary of Sandy Association.</p> <p>MM and Do to restrict to 12 plots per category prior to judging. 12 BEST PLOT ENTRIES AND 12 NEWCOMER ENTRIES</p>	
<p>9 Security Report</p> <p>Gate Camera – MaM to check on Saturdays, new cameras to be added to next agenda. Fence repair done, SW corner near 391</p> <p>Lots of rubbish being put in hedges, review needed</p>	
<p>10 Trading Hut Report – Voluntary Shop Manager Providing report</p> <p>Summary of orders and requirements in the shop, notification to trustees of pre orders done in preparation due to 2-week delivery periods.</p> <p>Trustees expressed their thanks to shop manager and volunteers who man the shop.</p>	
<p>11 Fire / H&S Report – CA</p> <p>Environmental Policy has been drafted and agreed by all. 193 rat boxes are now on site, each one takes around 3 minutes to bait and set, Help is still needed. CA requests that an amendment to the tenancy agreement is considered at next AGM regarding Vermin control. Tenants need to cooperate to keep vermin levels down. Extra work is being created by tenants not working with CA to reduce the risk of infestation. There is an increase of squirrels on site</p>	
<p>12 Community payback work – Log sheet</p> <p>Not here on the 13th July. The payback team have worked really hard, grass cutting, rubbish clearance and installing handrails being highlights of their work. They really make a difference to the site. Thank you for your hard work. It is great to have you back again.</p>	
<p>13 Plots – DO</p> <p>620 shed needs to be cleared, the school plot needs to be trimmed, any tools to be stored for 2 weeks.</p> <p>177.1 – after begging to keep plot no work has been done. tenant to be</p>	

<p>asked to return keys, Generic Letter required</p> <p>On inspection today, 3rd final letters of these 2 have already given up their plots 390 and 621</p> <p>3 plots no response 229,338,0D</p> <p>No working plots 338 and 390</p> <p>339 given till 21st July to improve</p> <p>231 improvement by 21st July required</p> <p>6 plot holders will receive 3rd letter, change of address for one of the letters to be updated.</p> <p>8 plots to receive 1st letters 232, E, 609, 608, 626, 628, 308, 389.</p> <p>Plot 290 seen on 2 occasions now, needs to work plot. Plot to be trimmed and covered in mesh fabric. Needs to end now. Send letter with 14-day time limit, upsurge in interest, come and see us and return keys – plot 153 also.</p> <p>E needs to be contacted again, every year come and see us in October no renewal will be given.</p> <p>152.1 needs some work</p> <p>390 – cleared by October.</p> <p>Another letter is required to plot 154. Needs to be spoken to also.</p> <p>Thank you to all the volunteers, to be added into next broadcast also.</p>	
<p>15 A.O.B</p> <ul style="list-style-type: none"> - Noticeboards need updating - Noticeboard at the front of site need some TLC - Complaints policy needs to be sent by email for ratifying and agreement - AGM minutes will be done ASAP - Parking lines need to be repainted properly – DM to get council quote - Shop cover – ask manager what he needs - Agenda, please message me if items need to be on the agenda – BM - Food and Hygiene certificates need to be updated. <p>Meeting closed at 9pm</p>	
<p>16 Next meeting: Wednesday 7th August 2019 6.30pm</p>	