

MRALGA  
 Agenda  
 Monthly Trustees Meeting Monday 13<sup>th</sup> June 2022  
 6.30 pm

Present : David Oz (DO), David Moon (DM), Carol Andrew (CA), Mark Moore (MM), Cheryl Britton (CB), Lisa Muxlow (minute taker)

Apologies: Maria Moon (MM)

Agenda item	Action
1 Welcome by Chair and minutes of previous meeting Minutes agreed and signed by vice chair. DO thanked on behalf of maria thanks for all the hard work that went into the jubilee event. It was a long day but we had a good turn out.	<b>DO</b>
2 Chairs report Maria has not submitted a report and is absent from the meeting this evening.	<b>LM</b>
3 Secretary`s report  There is not much that has happened with regards secretarial duties since the last meeting. To confirm we have the children visits arranged with Christine Bennett. On 2 consecutive Thursdays 23 <sup>rd</sup> & 30 <sup>th</sup> . the first day we have 11.15am and 1.30pm and the second Thursday we have one visit at 11.15. I have agreed to cover the shop on the early visits so that Maria can do the tour. It has been confirmed the risk assessments have been carried out by the school and there will be the correct number of teachers present to the childrens ratio. TO ask Christine if she would be judge for childrens classes.  As requested by DO I contacted brookside nurseries for quotes on the winter flowers. They declined to quote and said to keep an eye on their website. As of yet they are showing out of stock. I am currently in the process of trying to find another supplier with stock. It has been suggested we grow our own from seed.	<b>LM</b>
4 Treasurers report Water bill is in at £858 next bill due in 3 months  Electric prices are rising so can we please make sure that all appliances are turned off and not left in standby mode.  We are now in a position for the purchase of the woo woo compostible toilet.Enabling delivery and installation in early October this year.  Cost £10788.90 plus installation £3700	<b>CA</b>

<p>5</p> <p>Shop Report/ catering. Thanks to regular volunteers Enid and Anne. Lisa to amend the price list on front notice boards and inside the tea room. Need more volunteers to support at events and cleaning of huts. Gemma and Sue have food hygiene certificates we need to ask if we can obtain copies for the tea room. CA proposed no further food hygiene training until those with certificates are able to volunteer on a regular basis. On site bake dates Wednesdays fortnightly and will review.</p>	<p><b>CA,</b></p>
<p>6</p> <p>Plot report 12 people on the waiting list. 4 available plots 1 visit thurs and 2 Saturday.</p> <p>DO brings to the attention a particularly nasty text received from a new plot holder. DO has requested we send a signed letter to the gent in question. Letter to refer to language and tenancy agreement. All trustees agree letter should be sent. We are having constant emails and texts with people making excuses for not working their plots.</p> <p>Proposal to be discussed in the future and possible raised at the AGM. Do we charge a higher deposit for new tenants to make sure that they take good care in the first 12months?</p>	<p><b>DO</b></p>
<p>7</p> <p>Health &amp; Safety Full PAT test has been carried out on site by Mr Holt. Full breakdown is available from the secretaries email. It is too bulky to print at this time. 4 items were deemed unfit and removed from the site.</p>	<p><b>GB</b></p>

	<p>GB requested a list of current items that need to be addressed on a calendar basis.</p> <p>Steal toe cap boots are to be worn in the shop area at all times. Maria needs a pair purchased as a matter of urgency.</p>	
8	<p>MRALGA Log book update since last meeting No updates to log book.</p>	
9	<p>Maintenance All items of plumbing have been purchased and DM is giving some small bits to a member of the plots to have a fix it up box.</p> <p>Quote received for £26 for the tractor and trailer to move the road plainings this coming week.</p>	<b>DM</b>
10	<p>Community payback Water collection point still needs to be built. Saturday 18<sup>th</sup> the roof will be built and the tenant next to the area for erection is cutting back the hedge for placement.</p> <p>To concentrate on grass cutting over next few weeks. Footpaths and verges.</p>	<b>DO,DM,CA</b>
11	<p>Security report Quote for the cameras £32.99 each without sim card. £7.99 for the sim card. MM has requested 4 to be purchased.? £164 outlay at this point agreed to purchase by ALL trustees.</p> <p>No fly tipping signs to be erected this coming weekend 18<sup>th</sup> June.</p>	<b>MM</b>
12	<p>Events Confirmed murder mystery night cancelled.</p> <p>Events meeting needs to be arranged for early July to organise volunteers for the show weekend.</p> <p>Brochure is confirmed to be printed by unilever. Rebecca has added all new items and it has been proof read.</p>	<b>CB, DO</b>
13	<p>A.O.B Car park re lining completed by DM. hole in fence to be fixed up top of site first thing Saturday morning 18<sup>th</sup>.</p> <p>A frame board to be painted up showing current waiting list and current plots on inspection list. LM to gather information and paint up ASAP</p>	
14	<p>Date of next meeting  18<sup>th</sup> July 6:30pm</p>	<b>ALL</b>