A logo of a tree with birds

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**Committee Meeting**

**Date:- Wednesday November 13th**

**Time:- 7pm**

**Location:- DSRM**

**Present:**

Wilf Whatmore – Chair (WW) - Chair of Association

Alison Thomas – Minutes (AT) - Secretary

Keith Robinson (KR) - Treasurer

Dodie Brown (DB)

Sue Christophers (SC)

Graeme Harman (GH)

Amanda Woodward (AW)

George Roockley (GR)

John Franks (JF)

**Apologies:**

Avril Rennard (AR)

Rob Caley (RC)

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| 1. **1** | **Welcome** |
|  | WW welcomed everyone to the meeting. |
| 1. **2** | **Apologies** |
|  | RC and AR |
| 1. **3** | **Minutes of Previous Meeting** |
|  | New revised sent out this morning. |
| 1. **4** | 1. **Matters Arising** |
|  | Fire Policy – AT asked if this is ok to send out or do we want a camera set up first before sending out. Advised that camera is already set up and working. Policy ok to send out but add at risk of losing tenancy if policy ignored.  Minute taking – AT took advice taken from allotment advice and looked at others in the area. Was advised that the minutes need to be recorded fully so they represent a true record. AT and KR agreed to meet in the middle so we can move on. If there is something confidential or specific that someone feels needs to be recorded, we will discuss at a committee meeting on how to record it. KR contacted the council and they advised we just need to capture actions and agreements. AT will add minutes to website and put on notice board. **ACTION AT**  Eye wash - This was out of date, AT will source some more.  First aid kits – AT did a brief check – will do a check list for all, get a proper first aid sticker for the boxes and look for supplier, Boots was suggested. **ACTION AT**  Actions from last meeting outstanding – Warning letter needs a part adding saying valid for two years. Make sure all docs up to date on website. Christmas Card, Newsletter. Improvement to lane – will put road plainings on .  Bookings for next year. Reminder about gate being left open. AT to complete all by next committee meeting. **ACTION AT** |
| **5** | **Action Log** |
|  | Cameras – on going, AT contacted local company for advice, not yet had a response. AT suggested a good quality camera for the gate and see if it is ok, then get solar wildlife ones, one at a time for lanes. It was agreed that AT and KR will liaise with each other about this as next committee meeting is not until mid-February. **ACTION AT**  Toilet Floor – over winter  Lean to – on going  Defib - on going  Working party – first job is sort date for road plainings to improve the lanes. **ACTION AT**  Low level cage for wood is chip done. |
|  | **Standard Agenda Items** |
| **6** | **Secretaries Report** |
|  | 1. Correspondence – Members - none 2. Correspondence – External – Hummersknott invited us to look at their set up for fires, AT gave feedback from visit. 3. Other Issues - none |
| **7** | **Plot Manager Report** |
|  | 1. Waiting list   44 on list – 0 since last meeting   1. Vacant / Condition Report   27b let – 43 will be let this week – 47 will be from 6th Dec  AT advised one tenant may consider leaving and another is considering a half plot. |
| **8** | **Health & Safety Report** |
|  | Nothing to report |
| **9** | **Equipment Report** |
|  | Nothing to report |
| **10** | **Treasurer Report** |
|  | 1. Bank Balance £3732.52 - discussion regarding process for charging people for sheds and greenhouses. 2. Income & Expenditure shared 3. Any questions – Discussed and agreed that AT can be reimbursed for fencing (plot 12) and ink for printer. Also AW for paper and WW for fencing (plot 11) and aluminum for lean to. Receipts to be sent to KR. The committee agreed that AT could buy and be reimbursed for a laminator as this is needed quite a lot in the secretary role. |
| **11** | **Shop Manager Report** |
|  | Stock take done and commissions discussed |
| **12** | **Any Other Business** |
|  | **12.1** |
| Rent – Voted and agreed to stay this same - £20 and £10 for half plot |
| **12.2** |
| AGM – AT asked what she needed to do beforehand. It was suggested to send agenda to everyone. Ask for agenda items from everyone. **ACTION AT**  Election procedure. What is the maximum members on the committee. AT will check constitution. **ACTION AT**  Water needs to be shut off – KR will do next week. **ACTION KR**  Number 1b plot. They are trying to do the shed roof. As they are a charity, could we get some sheets and do this for them. It would cost approx. £30. All agreed.  KR asked AT to get money for greenhouse for plot 33 - this would be £50  Plot 8 asked about dwarf trees – he was advised this would be ok as long as they don’t shadow adjoining plots. |

**Date and Time of Next Meeting**:-

AGM – Thursday Jan 9th 2025

Committee – month after AGM, Thursday February 20th 2025