A logo of a tree with birds

Description automatically generated

**Committee Meeting**

**Date:- 24th October 2024**

**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)

Rob Caley (RC)

**Apologies:**

Avril Rennard (AR)

George Roockley (GR)

**No apologies:**

John Franks (JF)

|  |  |
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| 1. **1** | **Welcome** |
|  | WW welcomed everyone |
| 1. **2** | **Apologies** |
|  | AR. GR |
| 1. **3** | **Minutes of Previous Meeting** |
|  | Agreed as a true record SC & KR - KR subject to amendments if agreed at next meeting. |
| 1. **4** | 1. **Matters Arising** |
|  | Recording of minutes – Discussion regarding how minutes are recorded now AT is secretary. AT to take advice and look at other sites and the discuss at next meeting - **ACTION AT - DONE**  Fires – AT contacted other allotments and read out their responses regarding their polices. All different but state tenancy is at risk if rules not followed.  It was suggested that new fire ruling should be in tenancy agreement from January.  AT to send fire policy to committee to check as final version.  **ACTION AT - DONE** |
| **5** | **Action Log** |
|  | * Cameras - Suggestion of a new one on top of the garage for more coverage, the sun could potentially be a problem but will move and check. Will check if JF is still happy to take responsibility for the cameras. **ACTION KR** * Toilet Floor – will start next year. * Lean to – This has started, is ongoing, will be ready next year * Defibrillator – AT to resend what the amp draw is. Speak to plot 36 about defib. Do the ambulance service charge off a 12V, also GH will speak to a family member. **ACTION AT & GH** * Tip Pass – Need someone with Tow bar, will ask a tenant with a tow bar. **DONE** * Tea, Coffee and cake at DSRM – They can do this for GM and AGM for a small cost. All agreed. |
|  | **Standard Agenda Items** |
| **6** | **Secretaries Report** |
|  | 1. Correspondence – from members discussed 2. Correspondence – from external sources discussed.   Committee agreed ok to open an account with Clydeside for seed potatoes - **ACTION AT - DONE**  Other Issues - none |
| **7** | **Plot Manager Report** |
|  | 1. Waiting list   44 on list – 2 since last meeting   1. Vacant / New tenants   36 – Let  27a - Let  27b and 47 just waiting for tenants to move, new tenants waiting.  43 – leaving, keeps changing date, new tenants waiting - getting messy.   1. Inspections – 20.10.2024   AT discussed with committee – any actions will be complete by the next meeting. **ACTION AT - DONE**   1. Current Advisory’s & Warnings – AT discussed with committee.   It was suggested that we add a section to the warning letter that it stands for two years so if in that 2 year period your plot falls back to poor standards you are issued a notice to quit. This was agreed. Need to change documents on website etc. **ACTION AT** |
| **8** | **Health & Safety Report** |
|  | Cages are ready for the leaf mould.  AT will take on first aid box checks and incorporate this with inspections. **ACTION AT - DONE**  Need people to help move leaf mould, AT to contact help me out group. **ACTION AT - DONE** |
| **9** | **Equipment Report** |
|  | Everything ok – Low level cage would be helpful for a wood chip. Put on action log. **ACTION AT**. A half size Harris fence next to the leaf mould area was suggested. It was agreed with everyone that they could be ordered. **ACTION KR** |
| **10** | **Treasurer Report** |
|  | 1. Bank Balance – current balance is £4,212.40 2. Income & Expenditure – KR gave everyone a copy of the bank statement and went through income and expenditure. 3. Any questions – WW asked how much money was made on the open night. KR advised £140 made.   AOB - AT asked if she could buy a some heated flasks and mugs for the help me out group. DB kindly offered us use of her gas cooker, and there are mugs in the shop, as well as and tea and coffee. |
| **11** | **Shop Manager Report** |
|  | Stock take will be done soon with DB and another tenant. They will need to start a new book. KR will get one. **ACTION KR - DONE** |
| **12** | **Any Other Business** |
|  | **12.1** |
| GH advised that the trailer has a puncture and asked if he can buy two inner tubes for this. This was agreed by all. **ACTION GH** |
| **12.2** |
| Taking money for sheds / greenhouses – Process was discussed for information so AT was aware of process for any future monies taken by her.  Help me out group – First working party is for wood chippings that need to be moved. **ACTION AT - DONE**  AOB – Potential for lane improvement was discussed.  Christmas Cards - Send a digital one with music and animations **ACTION AT**  Newsletter – This was agreed and suggested it be put on the gate and notice board. **ACTION AT**  No meeting in December so AT will bring mince pies to November meeting, and rent will need to be discussed at November meeting.  Committee advised that the top gate was open at the weekend and no one appeared to be on site. Reminder to be sent regarding locking gates when leaving. **ACTION AT**  Request to change the date of the next meeting to the 14th Nov. Agreed, AT to contact club to change and to also book dates for next year. **ACTION AT** |

**Date and Time Next Meeting:**

Date – 14th November 2024

Time – 7pm

Location - DSRM