A logo of a tree with birds

Description automatically generated

**Committee Meeting**

**Date:- Thursday 22nd August 2024**

**Time:- 7.00 pm**

**Location:- DSRM**

**Present:**

Wilf Whatmore – Chair (WW) - Chair of Association

Alison Thomas – Minutes (AT) - Secretary

Keith Robinson (KR) - Treasurer

Dodie Brown (DB)

Amanda Woodward (AW)

George Roockley (GR)

Avril Rennard (AR)

John Franks (JF)

Sue Christophers (SC)

**Apologies:**

Graeme Harman (GH)

**No Apologies:**

Rob Caley (RC)

|  |  |
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| 1. **1** | **Welcome** |
|  | WW welcomed everyone to the meeting |
| 1. **2** | **Apologies** |
|  | GH |
| 1. **3** | **Minutes of Previous Meeting** |
|  | Approved - First Keith Second Dodie |
| 1. **4** | 1. **Matters Arising** |
|  | None |
| **5** | **Action Log** |
|  | 11.1. Cameras – Bellburn Lane have new cameras that are solar powered and can be on certain peoples phones. The committee will look at solar powered cameras in the new year.  11.2 Leaf Mould Area – We have a frame for this area, once the current delivery has been used up, we will put up the frame.  It was requested that the wood chips will be moved from next to 1A. They will be moved to the other side once the frame is up.  11.3 Toilet Floor – ongoing, needs sand underneath.  11.4 Lean to – ongoing.  11.5 Defibrillator – AT went to Bellburn and discussed their set up. AT also took advice from company that sells defibs. They advised that it should be hardwired, if the heater is not activated at 5 degrees it can damage the pads. They have a solar powered cabinet but it is over £3000. GH is going to look at solar powering the cheaper cabinet. **ACTION GH** |
|  | **Standard Agenda Items** |
| **6** | **Secretaries Report** |
| 6.1. Correspondence – Members |
| AT shared correspondence with the committee. |
| 6.2. Correspondence – External |
| Budget Seeds have sent an email with the discount code that tenants can use online and also in the shop. AT to send out to everyone. **GENERIC** **EMAIL Done**  We have a sign from them that needs to be put up. AT and WW will do this at some point over the next couple of weeks. **ACTION AT & WW – DONE** |
| 6.3. Other Issues |
| None |
| **7** | **Plot Manager Report** |
| 7.1. Waiting list |
| There is 54 on the list and 3 since last meeting |
| 7.2. Vacant / Condition Report |
| Committee agreed to AT doing monthly inspections. Current advisories were shared. |
| **8** | **Health & Safety Report** |
|  | Nothing to report |
| **9** | **Equipment Report** |
|  | Posts for fence have been put in for numbers 11 and 12. |
| **10** | **Treasurer Report** |
|  | 10.1. Bank Balance - £4246.04 was the balance at the end of July 2024  10.2 Income & Expenditure – shared with committee  10.3. Any questions - No questions asked |
| **11** | **Shop Manager Report** |
|  | Nothing to report |
| **12** | **Matters Arising / Any Other Business** |
|  | 12.1. Reimbursement from Open Day |
| Could people that baked be reimbursed? This was agreed. |
| 12.2. Items from General Meeting |
| WATER – if this was done wrong can we get it fixed – discussed.  PATHWAY – Can we do what a tenant has suggested and look at a grant to do this – discussed.  FIRES – The committee agreed that fires should be banned on plots but this caused a lot of upset at the general meeting, so it was agreed we would discuss again at the next committee meeting. We voted that fires should not be allowed on plots. There will be a designated area near the green shed where people can have a fire but this should follow the current guidelines and also should be arranged with the committee beforehand. Rules need changing. **ACTION AT - Done**  BOTTOM LANE – Comments at the general meeting suggested that they feel left out of things. We could try to do more things to bring the community together. See Community item.  DEFIB – AT Emailed the Green Party to see if any government schemes are available. BHF applications starts again in Oct. London Hearts do grants. AT to email. **ACTION AT - DONE**  LACK OF ATTENDACNE AT AGM’s. Poor attendance and way to improve this was discussed. |
| 12.2. Fundraising |
| AT suggested in October have a Halloween event. AT will come up with some ideas and bring to the next committee meeting. **ACTION AT** |
| 12.2. Items from AT |
| WHATS APP GROUP  AT asked if we can we have a what’s app group for the committee. This was agreed, AT will set up. **ACTION - Done**  PLOTS  The biggest complaint is from tenants about other tenants that don’t look after their plots. Can we look at ways to improve this?  Reduce probationary period to 3 months. Committee voted and **AGREED**. Tenancy agreement to be updated.  Have planned inspections, maybe 3 per year every 4 months. It was agreed to do monthly inspections.  Each year we could send tenants a list of plot inspection dates, expectations and the eviction process, also include extenuating circumstances. **ACTION AT**  COMMUNTIY IDEAS AND COMPETITIONS  We already do the items below, but maybe add to them a little   * Pumpkin Competition and Sunflower Competition, should we give out little seed packs to those that want to enter so it might encourage more to enter and then everyone grows the same type. **AGREED** * Fruit and Veg show, but include items made by members using ingredients they have grown, maybe ask someone to come and judge the made goods. **AGREED** * Give out daft trophies or certificates. **AGREED** * Have tea and cake. **AGREED**   CHARITIES AND DONATIONS   * Let members choose charity each year, or offer two or three and ask to vote at AGM. * When we have the annual little fruit and veg show should we ask if the items shown could be donated to a soup kitchen? It was suggested we could do this at two or three points through the summer if people have any excess they would like to donate. **ACTION AT – Bring up again in new year.**   HELP ME OUT GROUP   * AT suggested that we could I try and arrange a HELP ME OUT GROUP. This could be help with jobs on site or people who need help with their plot, We could also look at having working parties, maybe two or 3 times per year, get others involved to do jobs on site. Workers get a cuppa and cake. **GENERIC EMAIL - Done**   WELCOME PACK   * AT asked to do a new one. Some people seems to forget what is in their tenancy agreements, so maybe add highlights from this at the front of the welcome pack. **AGREED**   AOB   * Flush toilet after use – **GENERIC EMAIL - Done** * Pie and peas – **GENERIC EMAIL - Done** * Some covers have been purchased for the plastic chairs used on the open day, could this be refunded to person that paid for them. **AGREED** |

**Date and Time Next Meeting:**

Date: Thursday 19th September 2024

Time: 7pm

Location: DSRM