

# Capel St Mary Allotments Association

## Minutes of Executive Committee Meeting

**Date:** Monday 7th December 2019

**Location:** 7 Tollgate Road, Capel St Mary

**Present:** CH, GC, GW, PB, DS

### 1. Minutes of Exec meeting of Mon 14th October 2019

No matters arising

### 2. Executive meetings – CH

CH clarified the purpose and the history of Executive and General committees and meetings :-

The origin of the Executive meetings was to discuss matters to be raised with the Parish Council (our landlords) and to discuss matters raised by the PC.

The members on the Executive committee are also members of the Parish Council Allotment Management Committee which meets twice a year or whenever a pressing matter needs to be sorted.

The Parish Council Allotment Management Committee meets to establish the rules and regulations for governing the running the allotment site known as "The Standing Orders" and to agree the budgeted expenditure for the site. Geoff Cox is treasurer to both this Committee and the Allotments Association.

At the Allotments Association meetings of the Executive and General committees there is a certain overlapping of agenda subjects. This point was raised at a recent General meeting which prompted a review of what subjects should be discussed at each meeting.

After discussion it was decided to eliminate the duplication on the Executive meeting and to mainly concentrate on matters which relate to the Parish Council Allotment Management Committee. In this respect it was decided to reduce the number of Executive meetings in 2020 and to review this at the end of the year. Please see attached calendar for 2020 which is the final version.

An additional Extraordinary Meeting can be called if the need arises.

### 3. Calendar – PB

PB will circulate the latest version of the 2020 calendar which will be finalised at the General Committee Meeting on 16<sup>th</sup> March. A decision will be made at the 20<sup>th</sup> January General Committee meeting to decide about a BBQ or other get-together in the summer. The emphasis will be on simplicity.

### 4. NAG Trust grant-CH

CH still to hear from the trust as the application was scheduled to be discussed on 27<sup>th</sup> November. He has been in touch with the trust and the stumbling block is that CSMAA does not have a lease from the PC guaranteeing security of tenure. CH has emailed the trust but so far has had no response. The PC has queried whether it is possible to get a lease.

It was decided to wait until after Christmas for a response and, if we still have not heard from them, write to the trust asking why we have not heard from them.

## 5. Insurance, site visit with PC and time scales for risk assessments – PB

After discussion it was decided to renew our insurance with the same broker who is now JELF.

As the PC insures the buildings on site and is updating their details, Malcolm Fenn met with the DS and CH on 19<sup>th</sup> November to do a site check on what we need to have insured by the PC. A full inventory resulted in the meeting. Malcolm Fenn put a value on all items. The PC will insure the clubhouse facilities on site and will insure the horsebox and trailers.

CH thanked GW for providing a list of items and buildings that would need to be insured by the PC.

Risk assessments for the site and target times for the completion of actioned points were discussed. Areas highlighted were storing PC machinery, using the machinery (lawn mower, cultivator, hedge cutter, strimmer, mowers used by plot holders, sprayer), general safety e.g. the bonfire, vehicles on site and lifting and handling. **Action PB** will draft a risk assessment to cover all the above details. She will email it to committee members with the agenda for 20<sup>th</sup> January to be discussed and agreed.

## 6. Chairman's report – CH

The upkeep of the toilet on site was discussed and PB volunteered to make sure it was clean and that supplies were replenished. First aid boxes were discussed. **Action PB** to contact WR to see if she is willing to still be responsible for keeping the first aid boxes up-to-date and to inform her that PB is willing to take over toilet duty.

## 7. AOB

**DS** new workshop still need to be reroofed. reported that the toilet and He handed over receipts to GC. Plots were discussed. There are at present 4 available and there have been 16 changes on the plot information plan.

**GC** reported that

Grand total	£11877.34
Available cash	£2862.98
Rotovator	£585.97
Maintenance	£679.36, debit against a budget of £1385

**GC** and **DS** reported on a method to help with collecting subscriptions that can now be paid by cash, cheque or bank transfer.

Details for payment included on the membership card and info for BACS put on collection lists. Members to be informed in advance when their money will be collected. **DS** trialled this and it was favourably received.

It was decided that to get a card reader would be too expensive.

The annual stocktake at the Hut has been carried out.

**PB** asked if the articles for the AGM notice could be emailed to her by 15<sup>th</sup> February and remember, brief is better than too long, max 200 words.

CH and BH were thanked for their hospitality

Next meeting: Monday 6<sup>th</sup> April 2020

**Circulation:** All General Committee members, SB and notice board