

Capel St Mary Allotments Association
Minutes of General Committee Meeting
Monday 20 January 2020

Present: CH, PB, PH, DA, DS, GW, MD, GC, GL, AA Apologies WR

1. Minutes of General Committee Meeting - 18 November 2019

- There were no matters arising from these minutes

2. Executive Meeting – 9 December 2019

- Discussed the Executive and General Meetings and agreed that as items are duplicated the Exec will meet twice yearly plus any other meetings as necessary.
- Item 5 – Risk Assessments now actioned.
- Item 6 – PB to take over looking after Site Toilet and WR continue to do first aid boxes.

3. Chairman’s Report

- CH still in negotiations with NAG Trust. They require Security of Tenure document before they will issue the grant. CH tried to negotiate without lease but NAG Trust insist on one. PB has provided draft lease and PB and GC to meet with Parish Council to discuss if draft lease appropriate and whether PC will give CSMAA a lease.
- Card Reader – GW /MD investigated possibility of a card reader for the Hut. Agreed to purchase one before end of January to get discounted rate. Felt although could reduce profit slightly it could help with sales long term. MD /GC to purchase / set up prior to Hut opening in February.
- Rubbish on site – all metal etc to be removed by end of January and some glass still to be dumped and to be kept to a minimum going forward.
- CH thanked MD for printing History of Capel Allotments which will now go to Suffolk Records.

4. General Secretary’s Report

- Risk Assessments now completed for General Safety on Site, Storing Machinery and Using Machinery. Minor amendments discussed and PB to update accordingly.
- Summer Party – suggested of ‘Picnic on the Plot’ to take place on 25 July instead of BBQ. TO be discussed at next general Meeting on 16 March 2020.
- AGM (19 April 2020)
 - All reports (200 words approx.) to be emailed to PB by 14 February so they can be sent out by 22 March. MD to email to members.
 - Di Leach has offered to organise the food this year and CH thanked her for volunteering.
 - All Committee Members agreed to stand again.

5. Reports

• **Treasurer and Membership Secretary**

- Grand Total - £8,078.71 Current Total Cash Available - £1,516.35 Rotovator - £665.97
- GC reported that the surplus was down on 2018 due to various reasons which would be reported at the AGM.
- Membership – at the start of the year we had 320 members, 6 new members joined, 29 resigned giving us 300 in total made up of 297 paying members and 3 honorary.

- **Site Manager**
 - Currently have 2 plots available
 - 3 mini work ins have taken place working on new workshop and replacing felt on toilet. DS thanked all who assisted.
 - Site plan has been updated and will be passed to MD once finalised.
 - DS requested poloytunnel application form and agreement be updated by MD.
 - Muntjac have been seen on site. DS suggested raising height of road side fence at next work in.
 - Shed breaks in – 30 in total. Police and PC have been informed and plotholders emailed. plotholder reported having a pressure washer stolen, generally sheds just opened but nothing taken.
 - DS, CH and Malcolm Fenn have carried out a valuation of everything on site.
 - CH thanked DS for all his work.
- **Stores Manager**
 - £300 of saes over winter.
 - Thanks to all who have volunteered for hut rota and still have some dates need filling and will need volunteer to man hut on day of AGM.
 - GW thanked those who assisted in with the delivery of stock prior to Christmas.
- **IT**
 - Hut price list has been printed and distributed otherwise.
 - Various emails sent to plotholders / members but generally quiet.
- **Show Secretary**
 - Meeting planned in February to discuss show schedule.
- **Seed Scheme**
 - Potatoes all distributed and PH thanked those who assisted to sort / deliver and we made £181.30 commission.
 - Seed sales are £2,612.53 and the commission from these plus potatoes should be approx. £620.
 - CH thanked PH for his work on the Seed Scheme again this year.

6. Any Other Business

- Best Kept Allotment – CH asked for suggestions as to who could judge this year. PB to speak to a possible judge.
- Tethering of machinery in garage – possible task for the work in.
- Disposal of fridges no longer required to be actioned.
- Road planning to be put down between the two polytunnels where cars /vans are making it quite muddy.
- Wheel barrows have all been checked and several tyres will now be replaced.

Meeting closed at 9.30pm

Date of next meeting: 16 March 2020

Circulation: General Committee members, SB & notice board.