

# Capel St Mary Allotments Association

## Minutes of Executive Committee Meeting

**Date:** Monday 12<sup>th</sup> October 2020

**Location:** Owing to the coronavirus pandemic the meeting was held in the polytunnel, observing social distancing, sanitising spray and gel available and large doors open

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

### 1. Minutes of Exec meeting on Monday 15th June

No matters arising

### 2. Minutes of General Committee Monday 21<sup>st</sup> September

PB has emailed Karen Kenny re obtaining a definite written answer about the NAG grant. There has been no reply so PB will raise matter at next SALG meeting and ask what has happened to the money that was available.

GW has arranged the prizes for the Best Kept Allotment competition which will be awarded at the end of the Autumn Work-In and MD has emailed a reminder

The next General Committee meeting will be on 16<sup>th</sup> November. This will take place in the polytunnel.

### 3. Treasurer - GC Proposed Budget 2021/2022

GC took the meeting through the figures. It was estimated that the water would need to be increased to £600, the machinery maintenance, and cesspit emptying would need to be slightly increased. The fuel costs are to be reduced. GC has questioned the PC on some of the items in the sundries section as the invoices have not been sent to him.

The budget was agreed by the meeting.

### 4. Chairman – CH Man Com meeting 21<sup>st</sup> October

This meeting will be held using Zoom. The Parish Clerk to be asked for instructions as to how the PC members can be included. The proposed budget (GC), site report (DS), and revised risk assessments (PB), to be emailed to the Parish Clerk for discussion. Risk Assessment for the Work-In to be produced **Action PB**

### 5. Site Manager – DS Report for Man Com

- a. There are 11 plots available for rent in Jan 2021 and probably 4 more. The creation of an extra plot, 65B, is in hand.
- b. The meeting room will be delivered during the w/b 26<sup>th</sup> October.
- c. DS has sent all bills to PC
- d. GW is sorting out the order for the polytunnel materials.
- e. DS has listed jobs that are needed to be carried out at the work-in
- f. DS has ordered a new meter box and the owl boxes have been taken down.
- g. Polytunnel plot holders to be asked to move their things from the polytunnel by the end of November to enable work to be done in the polytunnel. Containers and immovable structures can remain. Other items to be stored on tables in the new polytunnel.
- h. Ash from the bonfire will now be stored in a compound after it has been sifted. Plot holders can collect it to use on plots.

- i. Mistley PC visited the site at the beginning of November to get some hints on how to run a successful allotments field. They were very impressed and may make another visit

#### **6. Stores Manager - GW**

Sales are still going well, and are over £20,000. This is 50% up on last year. The increase is owing to the introduction of contactless payments, deliveries and plot holders spending more time on their plots because of COVID19. **Action: PB** to check insurance re sales.

The Hut will close at the end of October until Feb 2021 although there will be a winter delivery service.

The best time to record BACS and card sales was discussed.

#### **7. Secretary - PB**

PB to email Robins Childcare about collecting sunflower seed heads.

PB will be sending out the calendar for 2021 soon

#### **8. AOB**

CH reported that CSMAA had received a donation of £49.40 from the Garden Club. The Garden Club has closed and donations have been made from their remaining funds. The money has been spent on bulbs for the Wildlife Area. **Action: CH** to write and thank Eddie Cox and the Garden Club.

Date of next meeting      Monday 12<sup>th</sup> April 2021

Circulation: All General Committee members, SA and noticeboard

Signed .....