

# **Capel St Mary Allotments Association**

## **Responses to reports in lieu of General Committee Meeting**

**6<sup>th</sup> November 2020**

### **1. Chairman - CH**

The Meeting Room has now been finished and is to be called the Plotter's Retreat. CH thanked DS for masterminded the whole undertaking and to the team who worked so hard to complete it. CH has drawn up the Rules and Conditions which have been circulated to the committee for comment.

Committee meetings will be held in the meeting room as soon as COVID restrictions are lifted.

The 2020 AGM will be rolled over to 2021 and will be held on Sunday 25<sup>th</sup> April. The deadline for reports will be the end of February.

### **2. Site Manager – DS**

The Meeting Room is now finished except for paving at the front. DS has handed over the keys to CH and has installed a coded lock. Various minor matters are being dealt with.

**Circulation:** General Committee, SA and notice board

## **Agenda**

### **Minutes of General Committee Meeting 21<sup>st</sup> Sept 2020.**

CH agenda item: 1 Minutes 21st September.

It was agreed that we should mount and frame the RHS Banksian and put it up in the new meeting room. If you let me have the medal I can do this. Also, we need a narrative with memories of the lockdown, contributes would be gratefully received so that I can make a precis of them.

Has anyone approached Nelson Potter regarding obtaining a discount for members of the Association?

### **Minutes of Exec meeting 12<sup>th</sup> October 2020**

CH agenda item 2 Minutes 12th October

I have written a thank you letter to Eddie Cox re donation from Garden Club.

### **Treasurer – GC, budget for 2021/22,**

Re your email, the figures I usually report are as follows-Grand Total cash £22356.78, Current total Available Cash £17245.28, Rotovator fund £735.97, Site Maintenance £636.76 debit against a budget of £1268 debit. I am attaching a copy of the Budget we discussed at our last Executive meeting and subsequently agreed at our last Management Committee meeting. With regards to Membership figures and the new MIG21 collection system, I sent out 331 emails/letters in September and about 95% of members have been in touch. I will be chasing the recalcitrant ones again soon! So far this membership year we have had 14 resignations and 9 new members. 2021 calendar looks OK.

### **Chairman – CH, ManCom meeting 21<sup>st</sup> October, plot rentals, Meeting Room**

agenda item 4 Chairmans report.

The Mancom meeting was held on 21st October unfortunately due to a technical hitch Zoom would not work on my computer so the meeting went ahead without me. Julie has issued the minutes. I have prepared a proposal for the PC regarding an increase in plot rentals.

(Philippa please circulate the proposal, also if you can "polish up" the letter that you will send out you could circulate that as well to the committee if you wish)

Item 05.20 of the man com minutes will be raised at the next meeting as contrary to what was said at the meeting I had sent the PC a full proposal regarding the work to be done on the poly tunnel and had had a full acceptance back from the PC.

Congratulation to all the workers who built the meeting room - log cabin. It is absolutely fabulous! Still work to do but Dennis continues to beaver away. Many thanks to Dennis and his team.

More congratulation are also necessary for a wonderful result in the orders for the seed and potato scheme. Phil sent me a summary spreadsheet (thanks to Martyn for producing this spreadsheet programme) showing orders worth over xxxx - well I will let Phil inform you. Many thanks to Phil.

## **Reports from**

### **Site Manager – DS, Meeting Room, polytunnel**

## SITE MANAGERS REPORT. 16/11/2020

### THE SITE.

- We presently have a waiting list of eight people for allotment plots.
- Allotment plot 31A is now rented out to Audrey Pittock.
- New allotment plot 65B is now rented out to Michael Johnson.
- David Fisher is moving from allotment plot 53A to 52B at the end of the year.
- John Turner is moving from poly tunnel plot 2 to 19.
- Ian Allcock wants to change poly tunnel plots.
- Allotment plots 62A and 63A have now been fully taken over by Debbi Barnes (Bill Stevenitt's ex-partner) as Bill has left the area.
- I have had two enquires from people outside the parish for plots but had to turn them down.
- Allotment plot 3B has been vacated and will be rented out soon.
- Allotment plot 53A will be available for re-rental at the end of the year.
- There is a possibility of another poly tunnel plot becoming available.

### THE NEW MEETING ROOM

- The log cabin was delivered to site on Thursday the 22<sup>nd</sup> October at 8.30am. The main structure went up on Friday the 30<sup>th</sup> October and the roof covering on Saturday morning. The external and internal painting has now been completed along with guttering, doors, damp course & flooring. The electrical installation has been started, the tea point units along with the work top & sink have arrived, the vinyl floor covering has been ordered, the paving slabs on the patio have still to be laid. Work is generally progressing well. I would like to give a big thankyou to everyone that has helped so far with the construction and installation.

### WORK-IN

- The 'work-in' on the 18<sup>th</sup> October went very well with 26 attending. Since then Steve Talmage has built the 'Fire ash compound' and has been added to the list, Steve Durrant was also added for his work to the log cabin. More may follow.

### POLY TUNNEL EXTENSION AND RECOVERING

- The extension work to the poly tunnel was carried out by Trevor Garwood, Roy French & DS on Thursday the 22<sup>nd</sup> October and Tuesday the 27<sup>th</sup> October. Plot holders have nearly finished clearing out their possessions, a reminder letter might have to be sent out to one or two people.
- As we have extended the poly tunnel, we need to re-number from number 13 to 26 onwards.

### SITE MAINTENANCE

- A new lock mechanism was fitted to the meter cupboard door.
- A drain grid was broken in the car park, I ordered two, so we now have a spare. The broken grid has now been replaced.
- The two owl boxes have now been taken down.
- Work is progressing to the new covered storage area. When complete items will be moved to the storage area from the garage to give us more space for machinery, the BBQ area will be tidied up, items such as the cement mixer will be rehoused along with ladders, steps and the site generator.

- ZOOM MEETING WITH THE PARISH COUNCIL.
- The PC said we never had planning consent for the extension to poly tunnel however they will give us retrospective planning consent. They want named operators for site equipment such as lawn mowers and cultivators with a logbook showing who have used the equipment. The PC mentioned a possible problem with people falling ill on site and not being able to contact anyone and that the allotment agreement should be altered or reworded so that allotmentees were made aware that they were responsible for their own safety whilst on site and that they should organize a possible phone number to call in emergency. They want risk assessments looked at as well. DRS.

## **Stores Manager – GW**

The Hut is Closed. Final sales figure is an amazing £22,276.00. Profit £2,393.60. Thank you all for all your hard work. Thank you Charles for carrying out the stock take. Thanks to all who have helped with the deliveries over the year.

The lockdown delivery service will run until we open in February. I have prepared an order based on this years sales. The smaller items will be delivered before Christmas. I understand that there will be a shortage of compost as the new year rolls out so have earmarked our expected requirements. When we open in February we may well need to open for 3 hrs. to maintain social distancing. Again this may require us to plan and organise cover on an on-going weekly basis & continue home deliveries.

## **IT-MD**

Nothing to report as it's been very quiet recently

## **Seed Scheme – PH**

Perhaps because of Covid19 and successive lockdowns, 2020 will probably be a record year for both seed and potato orders, as evidenced by the following, with comparisons to last year:

### Potato orders (orders now closed for 2020)

	Bags ordered	Value ordered	Commission
2020	218	£784.50	£228.75
2019	181	£644.70	£181.34

### Seed orders (up to 10 November 2020)

	No. of people	Value ordered	Commission
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2020	92	£4,192.35	?*
2019	75	£2,780.98	£468.27

*\*Commission is based on seeds ordered only (excluding all sundries, delivery charges etc.) and will only be known in Spring 2021.*

Because of Covid19 I intend to organise the **seed potato** sorting/delivery differently this year as follows:

1. The delivery is currently expected in late December 2020. (ACTION: GW to advise PH of actual date as communication is usually direct with GW)
2. We will need a decent space in the second poly tunnel to sort the spuds before delivery (ACTION: GW and PH to help clear in mid December)
3. Jenny and I will sort the bulk order into individual member orders (ACTION: PH/JH)
4. Orders will be further sorted (by PH/JH) into liaison areas so that liaison distributors can help with delivery in late December/early January (ACTION: PH to check current areas with GC)
5. I will manage postal/out of Capel deliveries
6. We might even consider offering a 'collection day' facility to invite members to collect their orders from the hut on a specific date at a weekend

## **General Secretary – PB**

It's that time of year again and our membership subs for the RHS and NAS will soon be due. Geoff, I received the renewal papers for the NAS this week. Shall I fill in the details that I can and then deliver them to you? I can put the envelope through the door.

It will also be time to renew our insurance. Shall I get in touch with you, Charles and Geoff, when I receive the renewal reminder?

The PC were not happy with our risk assessments for insurance purposes which had been circulated for the Man Com meeting. The Chairman, Brian Rogers, has kindly supplied a more accurate and professional form for us to use and has filled in three as examples. Thank you, PC, for your support. I will finish them all and circulate to the CSMAA Executive.

Martyn, could you help me create an electronic log of those people who use the equipment, apart from the mowers and rotovator and cultivator? We already have the book in the mower hut and will have to have a hard copy of the electronic file as well. It will all have to be updated annually.

Charles, I have put the Banksian medal through your door.

## **Show Secretary – WR**

As far as the Show secretary, I have nothing to discuss.

After sharing the last two Hut duties with Charles, I checked the contents of the First Aid box in the Hut. As it needs changing and updating Charles agreed that I could purchase new ones. As a result I have bought 3 new First Aid boxes. One for the Hut, one for the polytunnel and an additional one for the new meeting room. I have yet to bring them to the allotments site and replace them but will

be doing this shortly.

I did see the erecting of the new meeting hut and would be keen to know an update on it progress.

Further to my email below, I have now distributed the new first aid boxes to the site. The polytunnel first aid box is in the 2nd polytunnel and Graham W said he would transfer once the new cover has been replaced.

**Circulation:** AA, DA, PB, GC, MD, PH, CH, GL, WR, DS, GW,