

# Capel St Mary Allotments Association

## Reports for discussion in lieu of General Committee Meeting

**18<sup>th</sup> January 2021**

Please email the secretary with any comments or comment on WhatsApp.

I will then collate all and send them out again to the recipients

### Chairman CH

Thanks to Phil and Jenny for organising the sorting and delivery of the record number of potato orders  
I have framed the the Banksian medal and certificate ready for hanging in the new meeting room.

Wendy laminated the set of rules for the meeting room.

Thanks to Dennis and all the volunteers who worked on the poly tunnel refurbishment. It looks great and is a credit to the allotment site.

The Hut will open in February under Covid rules. Thanks to Graham for all the work organising the Hut and we hope for another bumper year.

I will need an up to date list of plot holders (from Dennis) so that all plot holders are on the Show database. The Show database needs updating ready for the issue of show schedules in April **assuming we agree that the Show will go ahead in September.**

The 2020 show schedule will be updated for 2021

### Treasurer and Membership GC

Grand Total Cash	13847.29
Current Total available cash	10126.79
Rotovator	735.97
Site Maintenance	-1034.93

Our surplus for 2020 of £4617.71- by far the largest ever- was distorted by two items, a £10,000 grant paid by Babergh District Council under the Small Business Covid 19 relief system and £7395.03 which was spent on buying and fitting out our Clubhouse known as "Plotter's Retreat" .After discounting these two amounts our underlying surplus was £1629.24 which was still one of our highest figures ever.This figure was reached basically on the back of a huge jump of over 60% in Hut sales which generated a surplus of £2393.54 compared with £1109.22 in 2019.

Other figures were roughly in line with 2019 although the Seed Scheme's surplus improved to £595.34 compared with £215.13 in 2019 which was artificially reduced because of the delay in receiving our commission from Kings Seeds following the introduction of the online order system.

We also contributed £343.05 towards the Polytunnel extension and £250.35 towards the new storage area.

The new Membership collection system (MIG 21) designed by Martyn went virtually without a hitch. All members have now responded- some a lot quicker than others- and all Village Membership cards have been delivered. Postal members cards are at the Hut ready for collection when we re-open.

We started the Membership year with 331 paying members plus 3 Honorary. Since then we have had 11 new Members and 19 resignations so our current figure is 323 paid and 3 Honorary.

### Site Manager DS

THE SITE

- We presently have a waiting list of eight people for allotment plots and five for poly tunnel plots.
- All allotment plots are rented out.
- All poly tunnel plots are rented out.
- The site water is presently turned off during the present cold spell, however the site toilet is still functioning.
- Please refrain from bringing vehicles on to site unless it is absolutely, necessary. If you do have the need to bring a vehicle on to site, please do not drive on the grass.
- Do not leave the combination padlocks with the code showing, spin the numbers. Also please make sure you close the gates.

#### THE NEW MEETING ROOM

- The log cabin is now complete, we only the paving slabs to lay down at the front of the building when the weather improves. I would like to give a big thankyou to everyone that has helped me so far with the construction and installation.

#### POLY TUNNEL EXTENSION AND RECOVERING

- The extension and renovation work is now completed and people can move back in. all plot holders have been informed. Thank you to everyone that helped with the work.
- It was found necessary to replace the framework to the southern end as well because a large majority of the timbers were found to be rotten.

#### COVERED STORAGE AREA

- Work is progressing to the new covered storage area. When completed items will be moved to the storage area from the garage, workshop and BBQ 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, spare rotovators and the site generator also some spare bulk items of site materials. This will give us more space in the garage and workshop, both of which were a bit overcrowded.

### **Stores Manager GW**

Hut report. Thanks to all for helping with deliveries and to Martyn for printing and sending the new price list and sticky labels. Potatoes selling fast and daily orders for delivery. Hut duty covered for Feb and March. Awaiting polyprop string and butterfly net. If you need to buy multi purpose, growbags, peat free or ericacious please can you take from the stock in the poly to save double handling.

### **IT MD**

1. Hut Price List
  - The hut price list has been produced
  - Printed
  - loaded to the website
  - hard copies delivered to Geoff for distribution to association members without an email address
2. Future Committee Meetings. I've been thinking how we could meet virtually. I have a Google Meet account that is not time limited like the free zoom accounts, and would be happy to host a future meeting. However, a quick test with Charles revealed we may have a problem with Mac computers but I think we can overcome that. I would like to offer everyone the opportunity for a test, let me know if you would be interested. You can join on a computer, a smartphone or a tablet. Thoughts would be appreciated.

### **Seed Scheme PH**

#### **Seed Potatoes**

All have been distributed and the revised method of delivery, utilising liaison members seems to have worked out well. Only one complaint/observation received concerning 'Valor' where a few tubers showed

signs of some disease. This has been resolved and as only 3 customers requested Valor I don't expect this to be an issue.

### **Seeds**

Around £170 worth of seeds have been ordered via Kings since the last update (10 November 2020) and I am continuing to process orders where some items have, thus far, been unavailable. While Kings have stated other, replacement, stock will be available by the end of January, I expect to deal with a few refunds on unavailable items later on. Kings are currently extremely busy and online ordering via the Website has been suspended once again.

Any queries, please let me know.

### **General Secretary PB**

We have received the receipt for the NASLG subscription for 2021 – Geoff, I'll forward it to you - and will pay the RHS sub by direct debit on 1<sup>st</sup> Feb. We have renewed our insurance for 2021 and have received the receipt and all documents.

Thank you to members who have sent me their reports for the AGM. Please could I have the others, exec members, Martyn, Wendy, and Phil by the end of Feb. If we are not able to hold the AGM, I will still need the reports to put on the website. We will have to see what the regulations for meetings are nearer the time, 25<sup>th</sup> April, and also the Work-in.

The next Man Com meeting will be 28<sup>th</sup> April whether it will be electronic or in the flesh (so to speak). Before that we need to discuss the risk assessments with regard to calculating the level of risk and dates of completion for the tasks. This can be done at the March General Meeting or the April Exec.

Circulate : General Committee, SA Baker.

## **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 allotmenters 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
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,