

# Capel St Mary Allotments Association

## Minutes of Executive Committee Meeting

**Date:** Monday 11<sup>th</sup> October 2021

**Location:** Plotters' Retreat

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

### 1. Minutes of Exec meeting of Mon 12<sup>th</sup> April 2021

No matters arising

### 2. Exec meeting 16<sup>th</sup> August 2021

Responsibilities: PB has written to the Parish Council Clerk. **Action: PB** to call Parish Council Clerk to decide venue, agenda and discuss date of Mancom meeting

### 3. Treasurer – GC

Grand total cash	£14,432.84
Available cash	£9,188.34
Rotovator	£865.97
Maintenance	£1,392.86
Ride-on mower fund	£4,640.00
Hut sales	£21,529.00

The budget request for 22/23 to be presented to the Mancom meeting was discussed and also the purchase of an electric mower for plot maintenance. This would be paid for from the capital fund and expected to be around £500 to £600. **Action: DS** to get a quote and present the proposal to the Mancom.

### 4. Chairman – CH

It was agreed that, at the Mancom meeting, CH should propose that ownership of the Plotters' Retreat should be transferred to the PC

### 5. Site Manager – DS

DS outlined what he will report on at the Mancom. This will include the work-in, waiting list for plots and the condition of plots. Anchor points for the machinery and mowers have been installed. Where possible, repairs to machinery are carried out on site. The mention of allotments on the Scott development plan was discussed and the communication from County Broadband. It was agreed that CSMAA did not need to become involved with this.

### 6. Secretary - PB

PB has not yet had a response from the Parish Clerk. Risk Assessments and Responsibilities to be discussed at the Mancom meeting.

It was agreed to suggest that the 'Actioned By' column on page three of the Allotment Management Committee Standing Orders should be deleted and the Responsibility column be amended so that from Finance to Grasscutting and Plot Holder Management is PC/MC. Risk Assessments come under the Health and Safety Policy and should also be PC/MC. The MC is a subcommittee of the PC as the chair person is from the PC and the PC has a majority vote.

The Beavers have informed the association when they would like to use the carpark as a dropping off and collecting point. AA replied thanked them.

**7. AOB**

**DS** Pleased to inform the meeting that Tara Smith has agreed to take over the post of General Secretary from the 2022 AGM in April. We welcome her to the committees. PB will work with TS to ensure a smooth transition in the months before the AGM. The association is also pleased to welcome Rob Birnie on to the General Committee. It was agreed to co-opt Tara and Rob Birnie on to the General Committee from 11<sup>th</sup> October 2021 and be formally elected at the AGM in April 2022. Tara will be formally appointed as General Secretary at the AGM and also be voted on to the Executive as the General Secretary is an executive position. They will be invited to attend meetings before then. **Action: PB** to write to welcome Rob and Tara and thank them for joining the committee.

**DS** Possibility of opening the Hut on the first Saturday of each month during the winter when it is closed was discussed. The subject of making a few deliveries to members who have mobility problems was also discussed.

Circulation: AA, DA, PB, RB (Rob Birnie), GC, MD, PH, CH, GL, WR, DS, TS (Tara Smith)  
SB and notice board.

Signed .....