

Capel St Mary Allotments Association

Minutes of Executive Committee Meeting

Date: Monday 11th April 2022

Location: Plotters' Retreat

Present: CH, GC, PB, DS, TS ,ML.

1. Minutes of Exec meeting of Mon 11th October 2021

No matters arising

2. Chairman -CH

CH asked if Mancom meeting is being held at Plotters Retreat on 27th April - **PB** to call Parish Council to finalise venue and revert.

TS and **ML** will be introduced at the Mancom

Risk assessments discussed -in previous assessments CCTV discussed to cover stored machinery, and floodlights in car park. Both are being looked into. Additionally photos of assets/machinery and/or security marking of assets/machinery has not been completed yet - to be reviewed. It was agreed **PB** will update all assessments and send to parish council - with the exception of the annual show assessment, prior to Mancom

General safety - **TS** commented was not aware of location of first aid boxes on site - it was agreed **TS** would arrange first aid box signs.

AGM - **PB** confirmed agenda has been finalised and sent to Steve Baker. **PB** also confirmed prizes for the raffle at the AGM are in hand. Angie & Di are sorting refreshments.

Discussed where we are holding the AGM as less room now in polytunnel - **DS** suggested temporary pop up. After checking polytunnel decided **DS** will speak to Sue W to discuss moving the plants day before to make room for AGM. **DS** will advise if help needed.

NSALG AGM 18th June - **CH, DS, PH** will be attending this year along with a trip to Kings Seeds

3. Site Manager – DS

DS outlined what he will report on at the Mancom. This will include waiting list for plots and the condition of plots, membership numbers

Provision of an electric mower for the site will be raised again as petrol now so expensive.

DS confirmed he will step down as site manager end of April 2022 and **ML** will take over

Work in - **DS** listed various jobs to be undertaken/started including replacing door post in polytunnel, water points in large tunnel, road planings down central path, knock down BBQ area, installing anchor points for trailers at back of plotters retreat, building storage area at back of the HUT, trench in car park for floodlight, painting wheelbarrows and cleaning out water tanks

4. Treasurer – GC

Grand total cash	£11,662.87
Available cash	£7,544.12
Rotovator fund	£945.97
Site Maintenance	£0.00 (Financial year started 1st April - no entries yet)
Site Capital	£1,218.73
Ride-on mower fund	£5,084.00

GC said happy to give an insight into how the budget is set etc later in the year **TS** and **ML**
The provision of an electric mower for the site to be raised again at the Mancom

5. Hut – DS

Advised sales were slow at start in February but are building well. Very busy at the end of March. Current sales approx £5,500.00 for 2022. All compost in the hut has been sold - more ordered. There has been a rat problem and they infested the fat balls, coal and farm manure. **DS** has tidied up and moved as necessary. Discussed a rat proof storage area being built at back of the hut to help prevent damage to stock. Book is still running to log low stock items so easier when reordering

There is now a fuel surcharge on all deliveries due to rising cost of fuel

Coal needed to be disposed of - suggested for a donation to the allotments- approx 200kg - **TS** to check with a potential recipient.

6. Secretary - PB

Decided that division of Responsibilities between Parish Council & Capel Allotments would not be raised with the Parish Council at this time. Ongoing situation - will wait to see if mentioned in the Mancom.

PB then left meeting at 20.40pm.

7. AOB

GC - mentioned on the Parish Council website that the allotments association info is totally out of date. **CH** will update a draft for the PC.

ML - The Facebook page for the allotments is not accessible to all for posts - can it be made more user friendly. Decided to discuss next gen meeting when **MD** also present as he set up the page.

Circulation: AA, DA, PB, RB, GC, MD, CH, PH, GL, WR, DS, TS, SB and notice board.

Signed