

Draft Minutes of Shepherds Hill allotments site committee meeting;
Wednesday 6th January 2016; 7.30pm

1. Present

Gary Sycamore, Rachel Allison, Nick Finley, Les Garner, Kathy Riddle, Jill Russell, Liane Payne, Bruno Dore, Esther Coles

2. Apologies

Tracey Gardiner, Richard Gledhill

3. Minutes of last meeting

Agreed

4. Matters arising

Plot 50b eviction pending

Plot 99b Dispute over withdrawn offer

Leaking tanks repaired by Richard, Bruno and council

5. Revision/amendments to election process – nomination of sub committee to review

Subcommittee formed of Kathy, Les, Esther, and possibly Tracey, to review election process within 1 month and return to committee with suggestions. These should be agreed by the time of the next committee meeting.

Jill requested clarification of role of subcommittees and formal relationship with committee (see item 14)

Note to Rachel - Standing orders to be ready for next AGM.

6. Treasurer's report

A) £45 paid by Nick to Chris Warham

B) SH need to separate from CHADAHS with new name to simplify the two SH accounts at TSB. Three signatories on both accounts.- ongoing problems with changing accounts should hopefully be resolved in the next couple of weeks

Action - Pass resolution to remove Alan Wilson from signatories. Chris Warham to sign and Bruno to witness, Bruno to return papers to Rachel

- Rachel, Nick and Esther to close one account

Notes - Chris Warham has SH Chequebooks.

- May need cash float

C) SH Allotments needs to take out insurance. Kathy suggested RHS which would cost £35 p.a. to join

Action - Kathy and Nick to look into 3rd party cover

7. Nomination of sub committee to review site maintenance works programme and supply costings

Agreed to forgo second quotes for jobs costing <£300 but that site maintenance would be reviewed quarterly with reports from sub-committee at each committee meeting. Agreement that site maintenance should be proactive rather than reactive so number of emergency jobs is reduced.

Action - Bruno, Gary & Nick (Esther to assist with quotes if necessary) to do site walkabout and draw up schedule of site maintenance on quarterly, annual and longer term basis, then roughly cost. Rachel to supply site plan to Nick.

8. Nomination of sub committee for fundraising for site maintenance

Liane definitely. Concern about suitability of grants from e.g. supermarkets. Committee to vote on grant applications as they arise.

Action - Lianne to contact Tracey, Cath Shepherd and Annie Griffiths to recruit. Rachel and Jill to write applications for funding as and when opportunities arise and committee agree.

9. Allotment Forum. Report from Kathy Riddle

See attachment.

Action - Kathy and Esther to attend next Allotment Forum Meeting 16th Jan. Several members expressed an interest in attending in future. Kathy to circulate date of next Allotment Forum meeting to the committee as soon as it is known.

10. Site communications (website, gmail, post) Rachel Allison, Jill Russell

Agreed to set up SH website

Action - Bruno, Rachel and Jill to meet to spec. a SH Website to be designed / built by Charlie (Jill's Husband) Jill to liaise for meeting

Gmail SH committee gmail opened by 75% of tenants. Concerns re those not opening and those without email.

Action - Bruno to write to tenants to establish email addresses. Persist with Gmail to try to iron out any hiccups. Nick to laminate hard copy notices for distribution at noticeboards on site.

11. Site secretary's report – waiting list/lettings/disputes, Bruno Dore

Currently 110 on waiting list (approx. 3 years). 2 evictions - 37, 81B.- plots re-let.

Council Inspections. Site secretary compromised by pre-inspections, Committee to be responsible for site pre-inspection

Action -

Inform all tenants of possible inspection (early spring) by email.

Agreed that Site Secretary's personal contact details to be replaced with committee's Gmail address on council website.

Action- Rachel to contact Alex Fraser

Nick, Rachel and Kathy to liaise for pre-inspection / informing tenants of problem. Need to reiterate tenants are evicted by the Council and not SH committee or just site secretary.

12. Rubbish collections, Bruno Dore

Agreed that site to pay for rubbish removal when tenants leave, otherwise tenants should dispose of their own rubbish.

Action - Let tenants know via website and email

13. Maintenance jobs – trees/saplings/flower bed at main entrance/trees inside main gate, Bruno Dore

Site owes £80 to Bruno for maintenance. Agreed this is very reasonable. Site sec to inform committee of expenses before they are incurred so there is a paper trail. Flower bed at entrance needs help. Tenants to be asked to weed as they go past. Remind tenants to remove saplings and weed-trees, and if in doubt ask committee for help

14 AOB

Terms of reference to be developed and approved by the committee.

*Action -*Jill and Rachel to liaise and circulate draft before next meeting

15. Chairs Items, to include working parties and constitutional amendments

Tenants to be asked to join Working Parties

Election/job descriptions to be reviewed by election sub committee

16. Dates of next 3 meetings and AGM

Tuesday 12th April

Tuesday 28th June

Tues 4th Oct

AGM Tues 22nd Nov

Meeting venues:

Victoria Stakes has offered meeting space for free. Tennis club also free (but muddy and very dark). Les to look into Stationers Park Community Centre.

Committee to decide within 1 week.



ALLOTMENT
FORUM REPORT F