

Shepherd's Hill Allotment Association Committee Meeting Minutes 27th July 2020 on Annie's plot		
	Present; Juliet Mann, Annie Griffiths, Jill Russell, Julie Yogasandram. Apologies Nick Finlay, Gary Sycamore, Ian Potts, Trevor Wyatt	
1.	<u>Minutes of last meeting: accuracy</u> The revised June minutes were approved, no additional amendments.	
2.	<u>Matters arising</u> There have been no follow-up responses about wheelbarrows.	
3.	<u>Site inspections</u> There's been no word from Emi as to when these will start again. Julie will email him to check. We will wait until the end of summer and then may consider sending our own 'nudge' letters to the few plots where this might be needed.	JY
4.	<u>Trading Shed</u> We'll send out a reminder in the next newsletter that the shed is only open 11-12 Sundays and that people should try and bring the correct change if possible. Also we'll ask if there are any additional items plot holders would like to see stocked in the shed.	
5.	<u>Maintenance</u> The herbaceous border needs weeding. This could be a future Sunday working party job. But at the moment all activity is focused on the social shed.	
6.	<u>Communication</u> <u>The waiting list</u> Julie had circulated a report on managing the waiting list for discussion. We agreed the following recommendation from the report: to open up the waiting list in January of each year for 10 - 15 places (number to be based on the actual lettings in the previous year). Advertise that we will be doing this on the website, with 3 months advance notice. Post meeting note: Jill to ask Charlie to put this on the website on 1 st October for 1 st January opening. We need to agree wording at August meeting. We also agreed to undertake a one-off 'clean' of the waiting list to ascertain how many of the current 105 people are still 'active'. Jill and Julie to draft an email to send.	JR/All JR/JY 1

	<p>We will try to implement a system to check annually that the top 10 - 20 people on the waiting list are still active.</p> <p>At the AGM we will have an agenda item to discuss how we might use plot 15 in the future to involve community groups active around food poverty and/or consider allocating an additional plot for this use, in discussion with a local group who would be in a position to organize this. All to think of a possible speaker/discussant who we might invite to the AGM on this topic.</p> <p>We agreed that once we can open the gates again after COVID, it'd be good to do as Bruno used to do, and keep those on the waiting list informed of events we have, so they get a sense of the site, and also are a potential group for our fundraising activities.</p> <p><u>Surplus produce</u> Will put something in the newsletter about this, suggesting plot holders contact Fran (who has organised for the potatoes on plot 15 to go to the Octopus Network for food parcels) or Gary for his Farmers Market stall for raising funds for Harington.</p> <p><u>Update on the social shed</u> We will report in the next newsletter on the fantastic progress that's been made on this, thanks to all the hard work of Ian, Tim and John and the team of self-builders.</p> <p>As soon as possible we would like to plan a covid-safe autumn event, so we can start using the shed. And a lunch event, similar to the monthly lunches Ally Pally have.</p> <p>We will ask the self-builders to suggest a name – post meeting note: now officially called 'The Barn'.</p> <p>Julie had prepared a financial report on the current budget for the building, with a recommendation that we increase the agreed contribution from SHAA funds by £2,155 to a maximum budget of £17,000. All costs to achieve a watertight structure will be managed within this budget. Any additional costs can only be met if additional funding is sought and achieved. We agreed this recommendation. The current total estimate to complete the building means there is an approx. £3,500 shortfall.</p> <p>We discussed ideas for raising additional funds. The autumn event will be a fund-raiser, last year's winter warmer was a great success. We also agreed to set up a JustGiving page to ask plot holders to consider donating – with over 200 plots £3,500 would work out at less than £15/plot.</p> <p>Will also put a reminder in the newsletter that we are looking for</p>	<p>All</p> <p>AG</p> <p>JR</p>
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	<p>volunteers to manage/work on the landscaping of the plot around the new building.</p> <p><u>Info@</u></p> <p>Julie volunteered to take over responding to the info@ emails from Annie. Our thanks to Annie for doing this for some time. Jill will also have access to the emails and will 'shadow'/act as a backup for Julie.</p> <p>We will set up an auto response to all info@ emails telling people that if their enquiry is about the waiting list it is currently closed but to look at the website for updates. This will mean we don't have to reply individually to waiting list enquires.</p> <p>We will also create an address book for the info@ email to make it easier when forwarding emails to committee members and Emi.</p>	<p>JR/JY</p> <p>JR</p>
7.	<p><u>Probationers and lettings</u></p> <p>We have had two new probationers; currently we have no new plots to let.</p>	
8.	<p><u>Future Plans</u></p> <p>See social shed above.</p>	
9.	<p><u>Finance</u></p> <p>See discussion of financial report on social shed above.</p>	
10.	<p><u>Allotment Forum</u></p> <p>There have been no meetings.</p>	
11.	<p><u>AOB</u></p> <p>None.</p>	
12.	<p><u>Date of next meeting</u></p> <p>31st August, Juliet to chair. Plot 53A [to be confirmed]</p>	