

Framfield Allotments Association

Meeting Notes: Sun 1st July 2018

Present:

Alison Bleakely (Treasurer), Dennis Wilkinson (Site Coordinator), Diana Cupitt, George Smart (Chair), Hilary Jayne (Secretary), Joanne Song, Sue Watts

The minutes from 3rd June 2018 were approved. A typo was noted: 2.1 £1500 from Ward Forum grant was 'allocated' not 'spent'.

	ITEM	NOTES	ACTIO N
1	COMMS		
1.1	Facebook Groups	Questions re what sort of take-up there will be, and re need to moderate.	George
1.2	Noticeboards	All to look out content	All
1.3	Web Site	Catherine posts minutes of meetings when they are approved. The constitution will be added.	
1.4	Email		
1.5	Comms	Suggestion Box for kitchen	Hils
1.6	Welcome Packs	Welcome packs to be set up to go to all plot holders to include making the rules clearer e.g. about erecting fences & sheds. To include LBE rules and guidelines e.g. cultivation guide. HJ has started to put one together and will distribute a draft.	Hils/ Alison
2	FINANCE		
2.1	Statement	Alison provided update. Balance of £5972 in bank (as at 30 th April) plus £311 in petty cash. This included £110 equipment hire money from Dennis. Expenses since 30 th April = £391.67 £15 hire money owed by Jim W. £1500 from Ward Forum grant of £2000 had been allocated to date.	
2.2	Banking		
2.3	Procedures	Lasa has provided set of non-profit organisation finance procedures. To be reviewed. <ul style="list-style-type: none"> • Need to include accounting year end date. 	Alison/ Lasa
2.4	Rents		Alison
2.5	Bee fund	Alison reported that £248 was held for the Bee Club. Alison has suggested the Bee Club run their own accounts, rather than including them in primary Association accounts. Funds will be made available if needed, subject to agreement by committee.	Lasa

		<p>The two colonies were lost over the winter (the severe weather in March had caused many colonies locally to perish).</p> <p>2 members had registered for training for qualifications via Ealing beekeepers assoc. Awaiting dates.</p>	
2.6	Planned purchases	<p>The following purchases are planned:</p> <p>Kitchen bins New doors/ timber for lock up sheds - ordered Plot numbers and posts Picnic tables BBQ Gazebo x 2</p>	Alison
2.7	Grant applications	None in progress	
2.8	Hire money discrepancies	<p>A number of plot holders have claimed they were owed money last year for hiring equipment or from purchasing manure .</p> <p>George & Dennis to query with person previously in charge of equipment/ manure.</p>	
3	ADMIN		
3.1	Insurance		
3.2	Membership lists	<p>An exercise to check/ amend the Colony data in line with our records is now required. Awaiting training dates from LBE.</p> <p>Need to review procedures in light of GDPR – awaiting Council guidelines</p> <p>Reminder from Lasa that Colony logins expired every 3 months and would need to be renewed before we could use it. HJ has request from Council – no response to date</p>	<p>Lasa, Hils and 2 x vols</p> <p>HJ</p>
3.3	Waiting List	<p>Details to be added to Council system. Waiting for updates from Council re system/ training dates.</p> <p>Lasa suggested that people at the top of the waiting list could be offered a chance to work with existing plot holders who needed a bit of help, e.g. if pregnant or unwell. This could reduce the non-cultivation problems, and give the prospective tenants a chance to find out the work needed in advance before they took on their own plot. The committee agreed to try this out in the coming season.</p> <p>Another option would be to create some raised beds in the community garden for someone on the waiting list to adopt until they have a plot.</p> <p>Plot 64 will become available as the plot holder is downsizing.</p>	HJ/ Lasa

3.4	Plot Inspections	<p>It was noted that there were a number of very poor plots on the site. This will be a priority following the AGM.</p> <p>Process: 1 Plots to be inspected and results recorded by plot number, not name. 2 Plots will be prioritised by score. Results reviewed – some plot holders may be known to have temporary issues. 3 Contact plot holders and issue warnings as nec. 4 Escalate to council if no improvement after 3 weeks.</p> <p>Status report:</p> <p>HJ had emailed copy of reasons for inspections, together with cultivation guidelines and bonfire rules.</p> <p>Initial inspection of ALL plots carried out (incl committee members). Guidelines posted in all sheds.</p> <p>Findings recorded on spread sheet. Based on plot numbers – names of plot holders not recorded</p> <p>Plots had been divided into 3 groups – those that were in a very poor state and were a priority for action; those that required an informal warning, and ones that needed no action.</p> <p>It was noted that some of the middle group had started work since the inspection (none of the priority group had).</p> <p>It was agreed to carry out a second inspection before taking any action.</p> <p>HJ to draft an initial warning letter – she had obtained a copy of that used by Brentham and would adapt that.</p>	GS, LG, DW, HJ HJ
3.5	Woodchip	<p>The main gates will be opened up during the summer due to the large number of plot holders wishing to bring compost etc on site.</p> <p>Lasa reported that he had seen some of the more dubious wood chip people driving up and down Dryden Ave, and it was assumed/ hoped that they had been deterred by the locks and would not return.</p> <p>To be monitored.</p>	
3.6	Ealing in Bloom		
3.7	Kitchen		
3.8	Lettings	<p>It was agreed that when a vacating plot holder donated their shed and/or contents to the Association or to the incoming tenant the shed must be secured immediately before the contents 'disappeared'. Written confirmation to be requested from the outgoing plot holder.</p>	
4	GOVERNANCE		
4.1	Constitution	<p>A suggestion had been made at the AGM to include the date of the Accounts in the Constitution. Following an email discussion,</p>	

		<p>it had been agreed that this was not common practice and that the date would be added to the Financial procedures instead.</p> <p>The plot holder had been informed, and the version of the constitution approved at the AGM had been published on the web site.</p>	
4.2	Issue resolution		
4.3	Committee procedures	George has created a record book with a page for each plot to record issues/ observations.	
4.4	Role Descs		
4.5			
4.6	Issues	<p><i>Use of water tanks:</i> Need notices on all tanks.</p> <p><i>Neighbouring children</i> Need 'trespassers keep out' notices for gates.</p> <p><i>Browning Avenue gate heighten</i> HJ asked LBE to put it on their work list.</p> <p>No progress on this by LBE – HJ has chased by email.</p> <p><i>Asbestos</i> Still not removed – HJ to chase council. Meanwhile moved to one of the empty lean to sheds.</p> <p><i>Gates unlocked</i> Dryden Ave gates regularly being left unlocked, at all times of day. HJ to send email reminder.</p> <p><i>Use of communal equipment</i> There have been a number of issues with plot holders misusing equipment, despite them saying they knew how to operate them. A particular problem has been with feeding cord through in trimmers. People to be given clear instructions.</p> <p><i>Misbehaving children</i></p> <p><i>Vacated plot</i> A leaving tenant had spoken to George and said that the shed contents were to be donated to the Association. The next day a plot holder informed HJ that he had cleared the contents as the leaver had sold them to him. He also reported that the leaver had sold the shed to a neighbouring plot holder. GS and DW to speak to the plot holder concerned.</p> <p>Individual plot holder issues: <i>Sub-let plot?</i> One plot appeared to be worked by someone else. Dennis had obtained the contact details and passed these to George. To be investigated at rent collection time.</p> <p><i>Plot holder requesting rubbish clearance</i></p>	<p>Hils</p> <p>Alison/ Hils</p> <p>HJ</p> <p>HJ</p> <p>HJ</p> <p>HJ</p> <p>DW/ GS</p> <p>GS/ DW</p> <p>HJ</p>

		<p>A plot holder who had recently swapped plots was demanding that the Association was responsible for removing a small amount of rubbish from the new plot, and should clear a small soil pile for her. The tenant had been repeatedly informed that it was their responsibility to tidy the plot. HJ to write letter to say this.</p> <p><i>Rabbit keeping</i> A number of concerns have been raised re the conditions that a plot holder is keeping rabbits in, and re the security of his chicken run. HJ to obtain copy of Council rules. Dennis has spoken to him. To monitor – bring in RSPCA if necessary.</p>	
4.7	Rent Collection	<p>Query re should we add subs fee to rents and collect one figure?</p> <p>Agreed: include in rent letter. People can opt out.</p>	
4.8	AGM prep	.	
4.9	GDPR	<p>Ealing Allotment Partnership have recommended that data e.g. contact details, should not be held by former committee members.</p> <p>A formal request has to be made to ask any such people to return/ confirm the data has been destroyed/ deleted.</p> <p>Lasa has the wording of a letter that he sends to contractors – to supply.</p>	<p>HJ</p> <p>LG</p>
5	EVENTS		
5.1	Theatre	<p>Mikron Theatre on Sat June 30th</p> <p>Large turnout despite heat.</p> <p>Issues re lack of volunteers to put up marquee</p> <p>Mikron plan to return next year.</p>	
5.2	Summer Social	<p>Agreed not to have tombola/ raffle this year – lots of work and volunteers not keen. We are not trying to make any money.</p> <p>Sue to purchase materials for childrens' art work.</p> <p>Sue to organise food/ bar</p> <p>Query: to buy or hire bbq? Due to lack of time agreed to hire one. Look into purchase of one next year.</p> <p>George to set up gazebos on Sat 7th. Also rig up tarpaulin for bar area.</p> <p>Note – both gazebos subsequently found to be broken and needed repair.</p> <p>Alison has purchased prizes (champagne) for 3 'star' volunteers, and 3 small vouchers for other volunteers to be drawn from list of those who attend work parties and help out in other ways.</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>GS</p>

	Garden	The space is very flexible since the sheds were demolished. Any flower beds etc will need to be watered. There has been a request from a plot holder to create a memorial space to a former plot holder.	
7.2	Plum orchard	Thinning completed. Greasing half-done. To use as a control to see if worth doing next year.	
7.4	Lean-to sheds	Carry on renting – only if tenants, and using it to store allotment stuff. George has waiting list. Materials ready - George to chase contractor re fitting. 4020 Art Group have moved artwork to doors of tool store and kitchen – more visible. Completed. They make a real difference to the main entrance, and the artists are to be congratulated.	George / HJ George HJ
7.5	Manure	Have had difficulties finding source of deliveries. Agreed too late this year – will try to find a supplier before Autumn.	All
8	LBE/ EAP		
8.1	Council stuff	Rents for 2018-19 will not increase. 2019-20 planned increase of 3-5 %.	
8.2	EAP	EAP and LBE conducting review of rules – hoped to be completed prior to rent collection in Oct 2018.	
8.3	Future management		
9	H & S		
9.1	Bonfires	<i>Note – LBE pollution control team have issued new guidelines. To be circulated to all plot holders.</i> Posted to all sheds during plot inspection. To include guidelines in new Welcome pack.	HJ
9.2	Chain saw	The community chain saw will not be hired out. It will only be used by suitably experienced plot holders.	
9.3	Pop up post inside Dryden gate	The pop-up post has been removed for repair/ strengthening. A number of people have reported tripping over the base. A cone is to be placed over the base until the post is returned.	

NEXT MEETING: Sun 5th August, 10:00 AM and 1st Sunday of each month thereafter