

Framfield Allotments Association

Meeting Notes: Sun 7th October 2018

Present:

Alison Bleakley (Treasurer), Dennis Wilkinson (Site Coordinator), Diana Cupitt, George Smart (Chair), Hilary Jayne (Secretary), Lasa Gunatilka, Sandra Hawke, Sue Watts

The minutes from 2nd Sept 2018 were approved.

	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. Hils to advertise in newsletter.	George HJ
1.2	Noticeboards		All
1.3	Web Site		
1.4	Email		
1.5	Comms	Suggestion Box for kitchen An external letterbox is to be purchased.	Hils
1.6	Welcome Packs	This had been finalised and printed, ready to hand out at rent collection.	Hils
2	FINANCE		
2.1	Statement	Bank balance currently £3650 plus petty cash + £3985.	
2.2	Banking		
2.3	Procedures	Lasa has provided set of non-profit organisation finance procedures. Alison has reviewed this, and much was not appropriate for FAA <i>Note - need to include accounting year end date.</i>	AB
2.4	Rents		
2.5	Bee fund		Lasa
2.6	Planned purchases	The following purchases are planned: Kitchen bins BBQ Extra chairs – strong stackable similar to the existing black ones.	Alison
2.7	Grant applications	None in progress. Alison had emailed the Ward Forum team to thank them and report on how we'd spent the funds..	
3	ADMIN		
3.1	Insurance	HJ reported that the Assoc had joined an organisation called Capital Growth which represents food growing organisations. No joining fee. Offer insurance deals for members – may be cheaper than our existing deal. To review nearer renewal time.	
3.2	Membership lists	Details to be checked at rent collection using card index.	

3.3	Waiting List	<p>The waiting list is still growing, with several new emails being received each month. George had received a number of requests by phone, via the Council website.</p> <p>Dennis had also received some from local residents – these had been passed to George.</p> <p>A number of existing tenants had requested additional plots if available. They had been added to the waiting list.</p> <p>HJ to collate before the plots were allocated.</p> <p>Agreed to wait until after rent collection was finished before allocating plots.</p> <p>Planning to split some of the vacant 5 pole plots into 2 x 2.5 plots as a trial. This would give inexperienced plot holders a chance to see how they coped – could then move to 5 poles (if available).</p> <p>People taking on very overgrown plots would be given free use of the equipment.</p> <p>GS reported that some other sites were offering single beds to newcomers – decided that we would not adopt this approach in the near future.</p>	
3.4	Plot Inspections	<p>Status report:</p> <p>Half a dozen 5 pole plots were now available.</p> <p>Additionally, one plot holder (with 3 x 5 pole plots) had been given a termination notice by the Council (final appeal date 19th Oct). No rent would be taken before the appeal date.</p>	GS, LG, DW, HJ
3.5	Woodchip		
3.6	Eal 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		
4.2	Issue resolution		
4.3	Committee procedures		
4.4	Role Descs		
4.5			
4.6	Issues	<p><i>Use of water tanks:</i> Need notices on all tanks.</p>	Hils

		<p>It was reported that all of the taps along the top path had been left on one morning, and all the tanks were overflowing. It was assumed that this was down to children.</p> <p><i>Neighbouring children</i> Need 'trespassers keep out' notices for gates.</p> <p><i>Browning Avenue gate heighten</i></p> <p>It was noted that instead of heightening the existing gates, LBE had installed some brand new gates at Browning Ave. These would be much more difficult to climb over. George had attached a new padlock to a chain. The lock was a little bit tricky to use, but people were generally learning how to operate it.</p> <p>HJ had emailed LBE to thank them.</p> <p><i>Asbestos</i> Note – cost of removal to be deducted from the rent amount that we paid the LBE.</p>	<p>Alison/ Hils</p> <p>HJ</p>
4.7	Rent Collection	<p>Dates agreed for rent collection: Sat 13th October 10 – 4 and Sun 21st October 10 – 4</p> <p>A number of volunteers would be available to help out as needed – a rota to be set up. Lasa to be on call.</p> <p>HJ had emailed/ printed rent notices in advance.</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. A formal request has to be made to ask any such people to return/ confirm the data has been destroyed/ deleted.</p> <p>One response had been received to date. It was decided not to chase the other person – the request by itself should meet the legal requirements.</p>	HJ
5	EVENTS		
5.1	Theatre		
5.2	Summer Social		
5.3	Community Groups		
5.4	School visits		
5.5	Arty visits	Borough of Ealing Art Trail – this had proved very successful, and many visitors came to the allotments to view the exhibition.	
5.6	Bonfire Party	<p>Date: Sun 4th Nov 5pm. A plot was now available in a suitable location. A shed on the plot had been claimed by a nearby plot holder – this would need to be removed before the bonfire. A lot of rubbish had been left on the plot – much of this could be added to the bonfire. A large decrepit shed on a nearby vacated plot could be added.</p> <p>Sue to organise fireworks/ food etc. The Association agreed to fund some fireworks.</p>	SW

		NB Tristan subsequently kindly offered to donate some.	
5.7	Winter Social	Alison has researched speakers – it was agreed to book one for January. George to contact the Viaduct re the function room. It was being refurbished so toilets would be available in the room.	AB GS
6	MAINTENANCE		
6.1	Work List	<p><i>Posts and numbering:</i> Posts were ready to go – waiting for softer ground.</p> <p><i>New tanks/ tap posts:</i> Check how many needed - review of tap numbers/ locations to be carried out.</p> <p><i>Manhole cover by Dryden Ave woodchip:</i>Raise height above ground level</p> <p><i>Tool shed:</i> Needs stripping out and shelving installed.</p> <p><i>Meeting room:</i> GS had laid concrete in gap by front doors to minimise trip hazard, and fixed metal edges to floor inside doors.</p> <p><i>Rubbish:</i> A lean-to shed is being used to store rubbish out of sight.</p>	George / Dennis
6.2	Work Parties	Next work party – Sat 3 rd Nov to build bonfire.	
6.3	Fencing	Signs of further damage to the fencing repaired by LBE last year after a plot holder repeatedly climbed over it. To monitor.	
6.4	Sewage problem		
7	PROJECTS		
7.1	Community Garden		
7.5	Manure	A number of deliveries have been organised – it was selling very well.	
8	LBE/ EAP		
8.1	Council stuff		
8.2	EAP	New rules not received from LBE yet. Hoped to be in time to distribute to all at rent collection time.	
9	H & S		
9.1	Bonfires		

NEXT MEETING: Sun 4th November, 10:00 AM and 1st Sunday of each month thereafter