



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.	HJ
3.2	Membership lists	Details have been checked at rent collection using card index. HJ to update spreadsheet.	HJ
3.3	Waiting List	Approx 40 people on waiting list.  Agreed to wait until after rent collection was finished before allocating plots.	
3.4	Plot Inspections	<b>Status report:</b> One plot holder (with 3 x 5 pole plots) had been given a termination notice by the Council. Has appealed. Nothing heard from Council. No rent taken pending appeal result.  HJ to contact LBE re another plot.  Due to length of time process was taking, agreed to start earlier next year (March).	GS, LG, DW, HJ
3.5	Woodchip	The motorbike chains had been reinstated at each gate to control deliveries.	
3.6	Eal in Bloom		
3.7	Kitchen		
3.8	Lettings	Vacant plots all now let. One plot had been split into 2 x 2.5 poles for tenants that only required a small plot. One had already been cleared.	
<b>4</b>	<b>GOVERNANCE</b>		
4.1	Constitution		
4.2	Issue resolution		
4.3	Committee procedures		
4.4	Role Descs		
4.5			
4.6	Issues	<i>Use of water tanks:</i> Need notices on all tanks.  <i>Neighbouring children</i> Need 'trespassers keep out' notices for gates.	Hils  Alison/ Hils
4.7	Rent Collection	All collected except 2 that were currently in dispute.	GS HJ
4.8	AGM prep	<b><i>Need to start thinking about this in New Year!!</i></b> Plant swap??	Hils
4.9	GDPR	During rent collection, tenants are asked to tick a box on their ref card to indicate they are happy to receive emails from the Assoc. Nobody has refused to date.	
<b>5</b>	<b>EVENTS</b>		
5.1	Theatre		

5.2	Summer Social		
5.3	Community Groups		
5.4	School visits		
5.5	Arty visits		
5.6	Bonfire Party	Very successful – good attendance & no issues. Dennis and George manged fire well, and Lasa managed fireworks well. Sadly no fire brigade.	
5.7	Winter Social	<ul style="list-style-type: none"> <li>• Speaker and Viaduct booked for 20<sup>th</sup> Jan 2019. 2:00pm.</li> <li>• Bar can be opened afterwards.</li> <li>• Speaker cost £200 - ask for donations to cover costs.</li> <li>• Need to publicise.</li> <li>• HJ to contact other allotments/ EAP</li> </ul>	AB GS
5.8	Spring social	Discussed idea to have a healthy kick-off session (at the Viaduct?). To incl defibrillator training, blood donation, first aid training. To plan in the New Year.  Postpone til Summer Social?	
5.9	Seed Swap corner	Agreed to set up seed swap corner in the toilets. George to set up shelf units, Sue to design labels etc	GS, SW
<b>6</b>	<b>MAINTENANCE</b>		
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>Rubbish:</i> 2 x lean-to sheds are being used to store rubbish out of sight. A skip will be needed in New Year.</p> <p><b>**Ask Council if we can deduct cost from rent**</b></p> <p><i>Pergolas:</i> in community gardens. Frames to be constructed to support the canvases from the broken gazebos.</p> <p><i>Kitchen:</i> Create new doorway in rear of kitchen, and refit cupboards and work tops. Will improve access during events.</p> <p><i>Whiteboard:</i> Move from kitchen to outside wall of toilets.</p> <p><i>Seed swap corner</i> in toilets</p>	DW/ GS
6.2	Work Parties	Next: in new year. Agree at next meeting.	
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		
6.5	Water supply	To be switched off following bonfire party.	
<b>7</b>	<b>PROJECTS</b>		
7.1	Community Garden		
7.5	Manure		
<b>8</b>	<b>LBE/ EAP</b>		
8.1	Council stuff	<ul style="list-style-type: none"> <li>• CPZ: Sandra has raised issue re proposed parking restrictions. Will impact Dryden Ave gate and poss Browning Ave gate.</li> <li>• Need to preserve access, especially for emergency vehicles.</li> <li>• Need to determine who owns entrance lanes.</li> <li>• Need to raise issue with LBE. HJ to find a contact</li> </ul>	HJ
8.2	EAP		
<b>9</b>	<b>H &amp; S</b>		
9.1	Bonfires		
9.2	Defibrillator	<p>Suggestion from pot holder (a paramedic) to install a defibrillator on site.</p> <ul style="list-style-type: none"> <li>• HJ has researched – cost around £1000.</li> <li>• Battery lasts 10 yrs or so, once used cannot be used again. Machine tells user how to operate.</li> <li>• To discuss again – maybe question/ vote for AGM?</li> </ul>	
9.3	Post code on noticeboard – for emergency services.	HJ to do notices.	HJ
9.4	First Aid kits	<p>Need to check and renew contents as needed.</p> <p>Need signs</p>	<p>HJ</p> <p>HJ</p>

**NEXT MEETING: Mon 7th Jan, 7:00PM in the Viaduct, and 1<sup>st</sup> Sunday of each month thereafter**