

Framfield Allotments Association

Meeting Notes: Mon 7th Jan 2019

Present:

Alison Bleakley (Treasurer), Alric Hall, George Smart (Chair), Hilary Jayne (Secretary), Joanne Song, Lasantha Gunatilka, Sue Watts

The minutes from 2nd Dec 2018 were approved.

	ITEM	NOTES	ACTIO N
1	COMMS		
1.2	Noticeboards		
1.3	Web Site		
1.4	Email	HJ reported ongoing problems with settings, leading to BTinternet addresses rejecting our emails. Other issues, e.g. limits of numbers of emails per hour, unable to set up dist lists. HJ has referred to email tech support. Need to research other alternatives – MailChimp recommended by other allotments. HJ has updated distribution list and master spreadsheet from card index details.	
1.5	Comms	Suggestion Box for kitchen – purchase an external letterbox	Hils
2	FINANCE		
2.1	Statement		AB
2.2	Banking		
2.3	Procedures		
2.4	Rents	Note – cost of asbestos removal and skip to be deducted from the rent amount that we pay LBE.	AB
2.5	Bee fund	Lasa to canvass people to establish interest for re-starting.	LG
2.6	Planned purchases	The following purchases are planned: <ul style="list-style-type: none"> • Kitchen bins • BBQ • Extra chairs – strong stackable similar to the existing black ones • Waterproof paper • Defibrillator? • First Aid kit signs x 2 	Alison HJ
2.7	Grant apps	None in progress.	
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.	HJ

3.2	Membership lists	Details have been checked at rent collection using card index. HJ updated spreadsheet.	HJ
3.3	Waiting List	Approx 40 people on waiting list. Half a dozen plots had been vacated and re-allocated.	
3.4	Plot Inspections	Status report: 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. Another plot had now been vacated. Due to length of time process was taking, agreed to start earlier next year (March).	GS, LG, DW, HJ
3.5	Woodchip		
3.6	Eal in Bloom		
3.7	Kitchen		
3.8	Lettings	6 x vacant plots all now let. One plot split into 2 x 2.5 poles for tenants that only required a small plot. One is already cleared.	
4	GOVERNANCE		
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 are currently in dispute.	GS HJ
4.8	AGM prep	2019 AGM date: 7th April Sue to organise plant swap	Hils SW
4.9	GDPR		
5	EVENTS		
5.1	Theatre	Booked for Sat June 22 nd , matinee.	
5.2	Summer Social	Date agreed: 14 th July	
5.3	Community Groups	Capel Manor students coming for practical apple pruning training in next few weeks.	HJ
5.4	School visits		
5.5	Arty visits		

5.6	Bonfire Party		
5.7	Winter Social	All in hand...	
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 has started to design labels etc	GS, SW
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>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><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 – move kitchen unit from tool store.</p> <p>Browning Ave gate – some plot holders still using smaller aperture for padlock, difficult for others to use. Need to block gap – wire?</p> <p><i>Tree cutting:</i> Alan Tierney, Cilla</p>	DW/ GS
6.2	Work Parties	Sat 2 nd Feb. Rubbish clearing and Tree cutting. George to order skip. Jo to do poster Mid Feb – put up plot numbers.	JS
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			
6.5	Water supply		
7	PROJECTS		
7.1	Community		

	Garden		
7.5	Manure		
8	LBE/ EAP		
8.1	Council stuff	<ul style="list-style-type: none"> CPZ: Dryden Ave entrance is owned by Housing. They've proposed erecting some sort of barrier at the roadside which can be fitted with a standard gate padlock. They are to contact George to arrange a survey. Browning Ave gate – awaiting confirmation of ownership. 	HJ GS
8.2	EAP		
9	H & S		
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"> HJ has researched – cost around £1000. Battery lasts 10 yrs or so, once used cannot be used again. Machine tells user how to operate. To discuss again – maybe question/ vote for AGM? 	
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>	HJ HJ

NEXT MEETING: Sun 3rd Feb 10:00 am and 1st Sunday of each month thereafter