

# Framfield Allotments Association

Meeting Notes: Sun 4<sup>th</sup> November 2018

**Present:**

Dennis Wilkinson (Site Coordinator), Diana Cupitt, George Smart (Chair), Hilary Jayne (Secretary), Sue Watts

The minutes from 7<sup>th</sup> Oct 2018 were approved.

	ITEM	NOTES	ACTION
<b>1</b>	<b>COMMS</b>		
1.2	Noticeboards	<i>Browning Ave noticeboard:</i> Plywood mount rotten – noticeboard with HJ. Perspex also discoloured and difficult to see through.	
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 distribution lists.  Need to contact help desk re BTinternet settings. HJ to ask Lasa.  Need to research other alternatives – MailChimp recommended by other allotments.  Sue and Lasa to monitor FAA email whilst HJ on holiday.	LG   SW/ LG
1.5	Comms	Suggestion Box for kitchen – purchase an external letterbox	Hils
<b>2</b>	<b>FINANCE</b>		
2.1	Statement	George has banked £10,000 rent and compost receipts. 3 lock up sheds have been rented out - £75.00 pa	
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. AB to tailor.  <i>Note - need to include accounting year end date.</i>	AB
2.4	Rents	Note – cost of asbestos removal to be deducted from the rent amount that we paid the LBE.	AB
2.5	Bee fund		
2.6	Planned purchases	The following purchases are planned: <ul style="list-style-type: none"> <li>• Kitchen bins</li> <li>• BBQ</li> <li>• Extra chairs – strong stackable similar to the existing black ones</li> <li>• Waterproof paper</li> <li>• Defibrillator?</li> <li>• Replacement noticeboard for Browning Ave gate?</li> </ul>	Alison

2.7	Grant applications	None in progress.	
<b>3</b>	<b>ADMIN</b>		
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.	
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> Half a dozen 5 pole plots were now available.  Additionally, one plot holder (with 3 x 5 pole plots) had been given a termination notice by the Council (final appeal date 19 <sup>th</sup> Oct). No rent would be taken before the appeal date.  Due to length of time process was taking, agreed to start earlier next year (March).	GS, LG, DW, HJ
3.5	Woodchip	Recently some loads of poor quality woodchip and logs had been left overnight at the main gate.  The motorbike chains were to be reinstated at each gate to prevent further deliveries.  HJ to notify tenants.	GS  HJ
3.6	Eal in Bloom		
3.7	Kitchen		
3.8	Lettings	Lettings of vacant plots to begin after rent collection finished.  Some of people on waiting list are looking for a small piece –will sub-divide a few plots to 2.5 poles.	
<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	16 tenants still hadn't paid. George to continue to chase. HJ to email reminders.	GS HJ
4.8	AGM prep	.	
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	<p>Arrangements were complete. H&amp;S on the night:</p> <ul style="list-style-type: none"> <li>• Keep fireworks away from kids – plot opposite bonfire has been volunteered by the plot holder. Will rope fireworks off, and designate adult to let them off (Lasa?)</li> <li>• Monitor bar to avoid last years' issues with teenagers</li> <li>• Dennis and George in charge of bonfire</li> <li>• Lights to be installed in meeting room, kitchen, toilets</li> </ul>	SW  LG  HJ/ SW DW,GS SW
5.7	Winter Social	<p>Speaker and Viaduct booked for 21<sup>st</sup> Jan 2019.</p> <p>To publicise nearer the date.</p>	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.	
<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>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. A skip will be needed in New Year. **Ask Council if we can deduct cost from rent**</p> <p>Some of the recently vacated plots have a lot of rubbish which will need to be cleared before letting.</p>	DW/ GS
6.2	Work Parties	Next: Sun 18 <sup>th</sup> Nov. To clear rubbish from vacated plots.	

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	Still selling very well.	
<b>8</b>	<b>LBE/ EAP</b>		
8.1	Council stuff	New rules not received from LBE yet. Hoped to be in time to distribute to all at rent collection time.	
8.2	EAP		
<b>9</b>	<b>H &amp; S</b>		
9.1	Bonfires		
9.2	Defibrillator	Suggestion from pot holder (a paramedic) to install a defibrillator on site. HJ has researched – cost around £1000. Battery lasts 10 yrs or so, once used cannot be used again. Machine tells user how to operate. HJ to discuss further with plot holder.	
9.3	Post code on noticeboard – for emergency services.		

**NEXT MEETING: Sun 2<sup>nd</sup> December, 10:00 AM and 1<sup>st</sup> Sunday of each month thereafter**