

Framfield Allotments Association

Meeting Notes: Sun 3rd Mar 2019

Present:

Alison Bleakley (Treasurer); Dennis Wilkinson (Site Coordinator); Diana Cupitt; George Smart (Chair); Hilary Jayne (Secretary); Lasantha Gunatilka; Ravi Khosla; Sandra Hawke; Sue Watts

The minutes from 3rd Feb 2019 were approved.

	ITEM	NOTES	ACTIO N
1	COMMS		
1.2	Noticeboards	Need to replace Browning Ave noticeboard	
1.3	Web Site		
1.4	Email	Email service that we used was suspended without notice. HJ has spent considerable time dealing with technical support to set up a new service, copy across contact details etc. Many of problems with previous service e.g. hourly limit on no of emails sent, BTinternet rejections seem to have been resolved. HJ to monitor.	HJ
1.5	Comms	Suggestion Box for kitchen – letterbox installed in Meeting Room wall	
2	FINANCE		
2.1	Statement	2018 accounts have been prepared and audited. We are covering our running costs, but making little profit. Balance as at 31 st Jan= £5660. £1000 was reserved for purchase of new chairs. Agreed to keep a reserve of £2500. Major expense this year had been skip hire to remove rubbish from vacated plots. HJ to seek to claim cost of latest skip from Council/ tenant.	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	Bee club recently purchased a colony at a very reasonable price. Supplier was very supportive. Current funds = £247, less recent expenditure incl colony of £180. May need additional fencing around hive area – to monitor.	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? 	Alison

		<ul style="list-style-type: none"> • First Aid kit signs x 2 • Shelves for seed swap?? • 2 x loo seats 	HJ
2.7	Grant apps	HJ to look into grants for defibrillator/ first aid training.	
3	ADMIN		
3.1	Insurance Renewal date end of Feb	Renewed.	
3.2	Membership lists		
3.3	Waiting List	Approx 30 people on waiting list. Half a dozen plots had been vacated and re-allocated.	
3.4	Plot Inspections	<p>Status report: One plot holder (with 3 x 5 pole plots) had been given a termination notice by the Council. Council have given permission to re-let and clear.</p> <p>Date for first 2019 inspection – w/c 8th April. LG to lead again. Two other volunteers sought.</p>	LG
3.5	Woodchip		
3.6	Eal in Bloom	HJ reported issues with organisation of this year's E-in-B. It will be relaunched with a new name. Allotment section may be managed by EAP.	
3.7	Kitchen		
3.8	Lettings	An additional lean-to had been let.	
4	GOVERNANC E		
4.1	Constitution		
4.2	Issue resolution		
4.3	Committee procedures		
4.4	Role Descs		
4.5			
4.6	Issues	Issue with a plot holder who had sprayed weedkiller on paths. HJ to contact.	HJ
4.7	Rent Collection		
4.8	AGM prep	<p>2019 AGM date: 7th April</p> <p>Sue to organise plant swap</p> <p>Sandra volunteered to do the minutes again this year.</p> <p>Need to agree proxy voting process – HJ and Ravi to discuss.</p> <p>Deadline for publishing paperwork: 23rd March “ printing “ : w/c 11th March</p>	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 did a very good job – pruned a number of plot holders apple trees. Asked if we have any other projects? Suggest: Plum orchard, strimming, wildlife friendly things round pond e.g nest boxes	HJ
5.4	School visits		
5.5	Arty visits	Possibility of hosting another BEAT event in autumn - tbc	
5.6	Bonfire Party		
5.7	Winter Social	Went very well. Speaker rebooked for Feb 2020.	
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	Shelves had been set up.	SW
6	MAINTENANCE		
6.1	Work List	<p>Posts and numbering: Posts installed. GS to check – some needed to be moved. GS to attach numbers. HJ to email reminder of what posts were for.</p> <p>New tanks/ tap posts: Damaged tanks replaced. Review of tap numbers/ locations to be carried out.</p> <p>Manhole cover by Dryden Ave woodchip: Replaced.</p> <p>Tool shed: Shelving installed.</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. Tom Shillinglaw has provided door and frame.</p> <p><i>Tree cutting:</i> done</p> <p><i>Painting:</i> Meeting Room/ Toilet etc</p> <p><i>Noticeboard:</i> at Browning Ave</p> <p><i>Coppicing:</i> Hazel trees by pond. Done</p> <p><i>Wildlife area:</i> * Fencing round pond needs repair. * Rebuild fencing and clear compost area after the fire last summer. * Pond is being regularly cleared – Tom Shillinglaw does a lot of it. * nest boxes</p>	GS

6.2	Work Parties	Another very good turnout on 2 nd Mar. Saturday am seems to be better than Sun am. Next: Sat 13 th April	
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	£1250 worth sold to date. Make small profit – taken as bags of manure for planting in social space.	
8	LBE/ EAP		
8.1	Council stuff	<ul style="list-style-type: none"> • CPZ: Housing will erect bollards at both gates, Parking will paint double yellow lines across entrances. No idea of dates. • Update – area had voted in favour of CPZ. Proposal hadn't been issued yet. 	GS
8.2	EAP		
9	H & S		
9.1	Bonfires		
9.2	Defibrillator	HJ/ DW met with Helen King and A London Ambulance Community trainer. Demo of 2 approved models. Cost £1300 +. HJ to source grants. Maybe discuss at AGM.	
9.3	Post code on noticeboard – for emergency services.	HJ to do notices.	HJ
9.4	First Aid kits	Need to check and renew contents as needed. Need signs	HJ HJ

NEXT MEETING: Sun 5th May 10:00 am and 1st Sunday of each month thereafter