

## Little Moor Allotments Committee Meeting 7 October 2023

In attendance: Ken F, Chris H, Lesley G, Dorothy R, Tony R, Liz B

Apologies: Mark F, Sarah G

The August Meeting Minutes were approved.

**Chair's report:** The Chair will be holding an Appeal Meeting for a Plot Holder on Sunday 15<sup>th</sup>

### Secretary's Report:

- The EGM was held on Sunday 1 October at the Trading Hut. Sufficient members attended for a quorum. The Resolution to register us as Company limited by Guarantee and change our name to "Little Moor Allotments Ltd" was accepted. Note – see the website for Minutes of that meeting. The next step is to register us with Companies House which will be done after this meeting. If approved, we will then be in a position to sign the Freeman Lease BUT we still need to receive the revised lease from the Freeman. **Action** - Chris H to chase them re this.
- Competitions - Sunflowers have been measured, pumpkins will be weighed on the 8<sup>th</sup>. The results will be posted in the October Newsletter. **Action** – Lesley / Sarah to put in Newsletter

**Communications / Website Report:** We now have a Security certificate for the website. This means that it is classed as a "secure" site and should be able to be accessed safely from any device.

### Financial Report:

- We have £7500 in our current account and £31,000 in our Savings account.
- We are earning about £30 a month in interest.
- We will eventually be charged bank charges as a Limited Company, though the first 12 – 18 months as a new Company will be free. Also, BACs transfers are free of charge (which means we must encourage people to pay by BACs rather than cheque or card). **Action:** Lesley/Sarah to include this in the Newsletter so members are aware.
- Any profit we make as a Ltd Company may be liable to Corporation Tax. Action – Dorothy to notify HMRC when we are officially classed as "Limited" and clarify if there is a threshold for Corporation Tax.
- As a Limited Company we also need to submit Accounts produced by a qualified Accountant in the specific format required by HMRC. Our Accounts close at the end of October so an Accountant needs to be identified soon. **Action:** Ken to forward a name to Dorothy.
- There was a question as to whether the Trading Hut (contents and people who work in it) was included on our Insurance. **Action** – Dorothy will check and advise.

### Trading Hut Report:

- Winter opening hours of 10.00 – 11.00 will operate from and including 29/10. **Action** – Liz to update website.
- Rob has ordered (but not yet paid) stock to be delivered in January. This avoids us having it stored on pallets. It is also guaranteed at today's prices.
- A stock check is needed before end October as part of our Accounts closing procedure. **Action** – Dorothy to talk to Julie re a Stock Check template.

**Building & Structures report:** In Mark's absence, there were no issues reported.

### Matters Arising:

- As a Limited Company, the Company Directors will be Ken, Chris and Dorothy. One of the Directors will need to talk to Lloyds to open the new Company Account. **Action:** Dorothy
- Vacant Committee roles –
  - Sarah G has agreed to produce the Newsletter (thank you, Sarah!). Lesley will also ask Sarah whether she could do the Trading Gut sale of Produce rota. **Action:** Lesley
  - Tony R has agreed to be the Site Manager for the South side and Irene (surname?) for the North side. (Again – a massive thanks to both Tony and Irene!) Both have been given a list of Site Manager responsibilities.
  - Tony will represent both roles on the Committee. Tony will also be responsible for training members when they rent our equipment and ensuring they sign the required disclaimer. This is to ensure we comply with H&S requirements. **Action** – Tony (as and when required)
  - There was discussion as to whether we needed a Social Secretary to take responsibility for organising events eg the Association Fair and other activities to help build a sense of Community. **Action** – Lesley to speak to 2 people who were identified as possibles.
  - Whilst not a Committee role, it was also noted that Frank needs an "Apprentice" – someone to whom he can eventually hand the ropes over. **Action** – Lesley/ Sarah to ensure this goes into the Newsletter.
- Allotment Management Courses: Northern Association offers both Finance and general Management courses and it would be useful for all the Committee to attend. **Action:** Chris will see if we can arrange them to come to us to do a bespoke course
- Replacement Lawn Mowers: Tony reported that some of ours need replacing. Agreed that we would get 3 "new" ones and try to do a trade in deal at the same time. **Action** – Tony. It was also agreed that, given the rise in the cost of petrol, we will increase our hire price by a £1 to £5 as from 2024 season.
- Manure – We need winter deliveries – **Action:** Ken to send details to Tony who will then order and advise delivery dates. To minimise possible confusion as to any deliveries, Tony will number the gates on both the North and South sides. **Action:** Tony

- Hedges Trimming Day – agreed as 5/11 and 12/11. Volunteers will be needed to help collect the debris. As a one off action, we will have a bonfire (weather and wind direction permitting) as there will be too much for us to put onto the “wild area.  
**Action:** Lesley/Sarah to include in Newsletter, Liz to post on website
- A sincere thanks was recorded for those Volunteers who helped with the Tree clearance work on the 1/10 – it really is very much appreciated!
- In order to provide hot drinks to members on these Volunteer Dys, we will buy 2 x 2 ltr hot water urns for teas & coffees. **Action:** Chris
- Water will be turned off for the winter on the 12/11 after the Volunteer day.

Next meeting: Saturday 11 November at Ken’s house