

## Little Moor Allotments Committee Meeting 11 November 2023

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

Apologies: Mark F,

The October Meeting Minutes were approved.

There was a review of actions arising from the October meeting:

- 1 Name change complete and we are registered with Companies House. However we still haven't received the revised Lease from the Freeman (neither have other Allotments that Chris has spoken to). Decided that we will "sit" on the rents due until we have heard.
- 2 Results of the Sunflower and Pumpkin competitions will be in the November Newsletter. **Action – Sara**
- 3 BACS info was included in the October Newsletter and will be repeated to drum home the message
- 4 An Accountant / Auditor has been identified. She will quote us a fee once she's seen the draft Accounts. Her role will be to prepare the Audit for the AGM and formally submit our Accounts to Companies House.
- 5 Our Insurers have confirmed that both the Trading Hut contents and the people who work in it are covered. **Action – Dorothy** to speak to the again to determine the total value of contents and include the 4 new lawnmowers.
- 6 Winter opening hours are on the website.
- 7 Stock check template sorted
- 8 New Company Bank Account opened.
- 9 We still need to find someone to do the Trading Hut rota. **Action – Chris** Also, we need someone to do the Selling Produce Rota - **Action – who?**
- 10 We still need people to take on the role of Social Secretary. Lesley did speak to 2 possibles who were "maybe but not at the moment". Agreed that we would send a personalised email to all plot holders to ask for volunteers. **Action – Sara** to speak to Richard to find a quick way of doing this and let Chris know.
- 11 The request for "Frank's apprentice" did go in the Newsletter but there has been no response.
- 12 Northern Counties Allotments Association will do bespoke Management training courses and the fees were very reasonable. **Action – Chris - DONE** dates confirmed January 18<sup>th</sup>/25<sup>th</sup>/1 Feb
- 13 We have bought 4 new lawnmowers. **Action – Tony** will get everyone who hires them to sign a H&S sheet. **Action - Sara** will include an item of what equipment we do & don't hire in the November Newsletter.
- 14 3 lots of manure have been delivered at a total cost of £400
- 15 The Hedge Trimming volunteer days were published and we got a few people helping at each. **Action – Chris and Sara**. Chris to buy 2 urns and Sara to see whether her husband's business still has the "meeting type flasks" available.

### **Chair's Report:**

- There was an update on the Plotholder Appeal meeting. It's looking like it's resolved but another conversation is needed to ensure all parties are ok with the outcome.  
**Action – Ken.**
- There has been an issue with one of the hedge trimmers and It's now being serviced.

*At 11.00 we held a minute's silence in commemoration of Remembrance Day.*

### **Membership Report:**

- There were 7 responses to Chris's letter re plot management. Of these, 4 people have given up their plots and others have come through with a plan of action. Available plots are now 26, 79, 85, 92, 94, 112.

### **Secretary's report:**

- Registration with Companies House was successful, with 3 named Directors.
- Water was turned off for the winter on 31 October. **Action – Sara** to include in November Newsletter.
- The water company have told us that our usage is much higher than previously and that we may have a leak. **Action – Dorothy** to contact them and give the ok for them to investigate.
- The competitions for the tallest sunflower and the heaviest pumpkin produced a 9ft 6ins sunflower and a 15 kilos pumpkin!!
- We have decided who the winners are for the annual Best Newcomer/ Most Improved / Best Allotment prizes. **Action – Chris** will ask last year's winners to return the trophies so they can be engraved (or new ones bought)
- A provisional date for our 2024 AGM has been set as 13 /2/24. **Action – Chris** will contact the Cricket Club to see if the room is available.

**Communications / Website report:** Nothing to report

### **Financial report:**

- We have £6,000 in the Current account and £31,000 in the Savings account, earning £34 a month interest.
- New Bank Account as Ltd company is set up. **Action – Sara and Chris.** Sara to include the new Bank account name, sort code & account number in the Nov Newsletter and Chris to email everyone also.

### **Trading Hut report:**

- Stock check completed.
- Seed potatoes have been ordered at the same price as this year. The Hut is now on reduced winter hours and will be closed from 10/12/23 to January 2024. **Action – Sara and Liz.** Sara to include in Nov Newsletter and Liz to put on the website.

**Building structures report:** Nothing to report.

## Matters Arising:

- Rent breakdown.
  - Lesley reported that some other allotments give ploholders a breakdown of their rents to show what the rents cover and what they're paying for.
  - This was agreed as a good idea and in the interests of transparency.
  - Given that our rents are the lowest in the City and we have significant maintenance costs as well as investment plans, we agreed to produce a cost/income report so that we can properly make a decision on future rents.
  - This report will include all known items of expenditure plus contingency planning (eg what if we have to pay for the things that volunteers - especially Frank and Rob - do currently). **Action - Dorothy, Lesley, Chris.** Dorothy to email all known costs, Lesley to get a cost for Fencing maintenance & replacement, Chris to get a cost for "replacing" Frank and also to pull together a final report for the December meeting.

**Date of Next meeting – 16 December 2023 at 10.00 at 29 Kingswood**