

MRALGA Minutes Monthly Trustees Meeting Saturday 18th Feb 2023 12.30 pm

Present: Maria Moon (MM), David Moon (DM), Lisa Muxlow (LM), Cheryl Britton (CB), David Oz (DO), Mark Moore (MMO), Garry Black(GB) Apologies: Carol Andrew (CA)

	Agenda item	Action
1	Welcome by Chair and minutes of previous meeting signed off for filing.	MM
2	Chairs report Everything for the new season is up and running. Replacement onions have arrived and should be on site by Thursday this week.	MM
	Moving forward all complaints must go in the complaints book. Then it is fed to the correct trustee to liaise with the tenant. Not all trustees getting involved.	
3	Secretary's report	LM
	Christine Bennett has been emailed ref judging at this years show and has confirmed she is willing to accept.	
	Unilever have been emailed ref printing of the annual show brochure. I have requested proofs to be sent by end of March and final print to be returned to us by 1 st May. So that they can be handed out at plant sale as per discussions had at the events meeting.	
	Any amendments to this years tenancy please discuss as soon as possible so we can start getting them printed ready for Sept.	
2.	DO proposes new amendment for tenancy update 2ft between track and front fencing for pedestrians.	
	Need to confirm the charity we are supporting at the annual show this year. MM has suggested special needs school local to the site/biggleswade as that is within catchment.	
	Update of show classes to be amended asap. I think we should reduce the amount we have printed this year? DO apposes and requests the 500 as normal.	·
	DO has requested prize cards to be done for the show also.	
	Newsletter completed and ready to be printed/uploaded.	
4	Treasurers report Accounts are all up to date and reconciled with Bank accounts.	CA via
	Additional site income generated by new Tenants I have added to Tenant site expenditure budgets.	email

Events, catering shop plants and projects are apportioned separately as income generated by us and grants. The purchase of the new pallet truck came from the Business reserve of £5000 agreed for the two new doors which now stands at £4100 + the reserves policy figure. We have yet to spend allocated funds for polytunnel electrics and purchase a new mower. Please let me know when required. Mower on hold, electrics to be sorted asap GB and DM. This will all need to be signed off by external persons who hold a license. Petty cash stand at £60 please provide receipts. If anyone would like to see the accounts in full please let me know. Picnic benches, Carol to speak with Amanda about possible grants. Agreed by all at time of the meeting. We have to submit a project success report to the Harpur Trust March / April to enable the release of the remaining £400 of their contribution and I will work with Amanda on this. I have shared an email from Charity commission about their new online system and will register for this. We use this for updates and to file annual return Yearly report including accounts. 5 Shop/Catering Report CA/MM/DO Thanks to all bakers and volunteers. We have relabeled the recycling bins to increase recycling. We now use biodegradable recyclable cups please encourage. Dish washer will be in use when water is back on. As we now have a cleaning cupboard /shed could we encourage tenants to volunteer and help with general cleaning and our new facility. Please could the wash unit in the shed have a hose fitted to soak away outside and then we will not need to manually empty. Water provided for hand washing units needs refreshing on a regular basis please. DM and GB to look into this to see if it is viable. Shop is doing well and is getting busier. Plot report DO 2 more plots allocated 18/2/23. Leaving 1 micro plot available only. Plot inspections will start in March.

	DO requests board is used again this year to show tenants state of waiting list and adverse letters being sent. We have the rights as trustees to go on any plot on site and there will be no excuses if we need to go onto any plot to complete inspections.	
7	Health & Safety GB Use of new electric pallet truck. We know that there are 3 people on site	GB
	that are fully trained already. For the other trustees a half hour demonstration will be needed. A day should be agreed when other trustees can be demonstrated too. Usage should be by trustees or trained persons only. Agreed by all.	
8	MRALGA Log book update since last meeting No update since last meeting	MM
	MM states that log book should be for complaints only and not communications between trustees. Can we all please adhere to this moving forward.	774111111111111111111111111111111111111
9	Maintenance	
	Pallet truck purchased, delivered and charged. Cross cut mitre saw is now in use. Water tanks have been repaired that were damaged. There is one outstanding that still needs fixing TANK 12.	DM
	TANK 46 has now been moved back from the track edge. The chicken feed doors are in the process of being replaced. Roll of rat mesh needs purchasing. DM to send quotes to CA. Polytunnel guttering is up, to finish repairs a dry day is needed.	
	2x replacement doors DM has spoken to 2 companies for quotes. Currently looks like we can get them cheaper than previously thought.	200000000000000000000000000000000000000
10	Community payback No discussion this meeting. MM to speak with Jacquie ref return.	MM,
11	Security report	MMO
	New camera erected on site. The hole in the rear fence has been repaired from the inside, volunteer is looking to repair from the outside.	
	Cameras checked 18/2 no issues reported	
12	Events Events meeting minutes read out by LM. The following was agreed by all trustees following the reading:	СВ
	CB confirms Nigel will take mins for events moving forward.	
	Plant sale discussed BBQ to be arranged DM and volunteer to man the BBQ.	

	Volunteers have confirmed availability for show day.	
	Tibbs volunteer will be on site for judging on event day for baking	
	Prizes discussed for daff event. To spend approx. £10.00	
	Meat raffle agreed to go ahead 1st April. £50.00. To be sold at £1 per ticket. MM to purchase.	
	Easter eggs not being purchased instead a generic easter gift to the value of £2 only. CB to purchase	
	Instead of sweet cart, use cart to display meat for meat raffle on easter.	
	Agreed to purchase the following for events	
	15 x easter bonnet, 30x £2 prizes (in lieu of ester eggs), meat for meat raffle,	
	3 certificates for daff competition plus rosettes. LM to sort certs and order rosettes.	
	Quiz night agreed price £14.00.	
13	A.O.B	ALL
13	A.O.B All bonfires to be cancelled 6th/7th May. To be amended and noted on the	ALL
	gate.	
	Involvement of the kids in show day from kings oak school? Thinking 3D veg and fruit made from recycled items. Prize for the top 2? All agreed for LM to contact the school.	
	Complaint from council raised and agreed LM will speak directly with the council Mon 20 th Feb for more information.	***************************************
14	Date of next meeting 25/3/23 sat 12:30	ALL