

MRALGA
Minutes
Monthly Trustees Meeting Saturday 25th March 2023
12.30 pm

Present: Maria Moon (MM), Carol Andrew (CA), Garry Black (GA), David Moon (DM), David Osbourne (DO), Lisa Muxlow (LM), Mark Moore (MMO), Cheryl Brittan (CB)

Apologies:

	Agenda item	Action
1	Welcome by Chair and minutes of previous meeting signed off for filing.	MM
2	<p>Chairs report</p> <p>MM states everything is currently running smoothly. Plug plants are due shortly. DO to organise team to plant up ASAP upon arrival and let volunteers know dates for services needed..</p>	MM
3	<p>Secretary`s report</p> <p>The annual show brochure has now been printed and is being collected in the next week. The show cards and prize cards are in progress they just need printing.</p> <p>One tenant has handed in plot this is Micro 161A.</p> <p>Also 2 more added to waiting list.</p> <p>The updated tenancy for October onwards is work in progress but I will have this completed by the end of May/June. Please update me with anything you wish to add before this date. I have already added anything previously discussed at meetings.</p> <p>April newsletter has been emailed out to all plot holders and printed copies are available in shop and hut.</p> <p>Send out events listing to all members if emails have been provided.</p>	LM
4	<p>Treasurers report</p> <p>Hey gates delivery to pay for delivery 30/3/23</p> <p>Loo Plaque replacement paid for.</p> <p>I have set up an account with Brookside nursery and emailed to order plug plants as requested by DO for July.</p> <p>New safe purchased and in situ thanks to maintenance team.</p>	CA



<p>Continue to apportion new tenants income to site budgets.</p> <p>Reserve account also holds money for two new doors.</p> <p>Have allocated funds as agreed for:</p> <p>Electrics for greenhouse and polytunnel now moved to later in the year possibly June onwards</p> <p>Lawn mower now been agreed to move to next year in lieu we will look into propagator for site growing.</p> <p>Please could we discuss ordering of equipment and parts.</p> <p>Thank you card and gift to be sent to previous tenant and long term very dedicated volunteer.</p> <p>Jim Playle is retiring from BPHA, who helped us form our association policies and moving forward as a charity. Thank you card to be sent.</p> <p>Thanks to a member and company (CK nurseries) who has donated plants for large planters.</p> <p><u>Draft</u> monthly management list idea.</p> <p>Is to ensure all trustees know what needs to be done to support each others roles and share the responsibility and work load. The list could be added to the agenda at each meeting.</p>	
<p>5 Shop/Catering Report</p> <p><u>Catering</u></p> <p>Support with cleaning including team room is needed in addition to Thursdays and Saturdays. Please can we have volunteers as its tending to be the usual few who are already busy.</p> <p>I will need to renew my Food Hygiene training next month. We also need a volunteer for the show barbeque who will need to be supervised by someone with FHC or to gain FHC.</p> <p>Shop doing really well.</p> <p>Will need another order for growells shortly to top up stocks prior to the plant sale weekend.</p> <p>MM will make sure shelves are completely full before plant sale weekend.</p>	<p>CA/MM/DO</p>

6	<p>Plot report</p> <p>27 letters were sent out for lack of cultivation. Site is completely full with 17 on the waiting list.</p> <p>Reply to tenants via email as per discussion. Plots 294 and 304.</p>	DO
7	<p>Health & Safety</p> <p>Risk assessment has been completed for 1st April. Only failure was rat box not attached and this is being addressed before the event.</p> <p>Communal area (marquee) broken glass in the area. Tenant has been asked to remove.</p> <p>Barriers to be erected as discussed.</p> <p>Fire extinguishers have been tested for the year, one exchanged.</p>	GB
8	<p>MRALGA Log book update since last meeting</p> <p>16/3 Plot 180 reported that fence broken and chicken eggs taken. Advised to purchase camera.</p>	MM
9	<p>Maintenance</p> <p>Water turned on 25/03. 5 tanks were damaged and repaired, tank 11/12 still need further repair.</p> <p>Polytunnel plastic still awaiting need dryer weather to complete.</p> <p>CA to email council and see if we can hire ride on mower for one night this week.</p>	DM
10	<p>Community payback</p> <p>MM has arranged meeting with Jacqui on 27/03</p>	MM
11	<p>Security report</p> <p>Fence holes to rear of orchard still need addressing.</p>	MMO
12	<p>Events</p> <p>Daff event successful. Thank you to all that helped</p> <p>Easter event all in hand, volunteers are all in place.</p> <p>Plaque is here ready to be erected. Harpur trust plaque to be erected after the 1st April.</p> <p>Jake Sale to do newcomer talk on 22nd April.</p>	CB

	Next Event meeting booked 29 th April.	
13	<p>A.O.B</p> <p>Tea shirts discussed and agreed to change colour to a royal blue.</p> <p>Chairs? Do we replace?</p> <p>Picnic tables do we purchase DM and LM to look into purchasing ASAP.</p>	ALL
14	<p>Date of next meeting</p> <p>3rd June 12:15</p>	ALL