



Mile Road Allotment & Leisure Gardeners Association

- Monthly Trustees Meeting. Saturday 5th April 2025

Attendees Maria Moon (MM) David Osborn (DO) Carol Andrew (CA) David Moon (DM)

Tony Mathews (TM) Gary Black (GB) Mark Moore (MaM)

Volunteer Minute Taker Anne Simpson

Agenda item	Action
1. Welcome by Chair. MM opened the meeting at 1pm and thanked us all for our time	MM
2. Chair's report MM approved and signed the minutes from 1 st March 2025, the site is running well and would be nice if tenants appreciated the work the Trustees do to run the site, we have completed lots of jobs	
3. Treasurer's report Since our last meeting we have paid for necessary improvements to the hut's electrics. Also, Tree surgeon work around the site. Winter water bill. Churches fire services yearly inspection of the huts. Maintenance catering supplies and Growells. Stamps purchased ready for plot inspection letters. The shop has already covered the costs from the last Growells order, thanks to all working in the shop. Income to date for the year £25657.44 I have reminded Bedford Borough about the Lease renewal and liaising with Julie Lyons who is working with Legal services.	CA
4. Shop report the shop is doing well CA has ordered another 5 pallets of compost. We decided to increase this to 7 pallets which will be delivered soon. As we are not selling many bags of Peat free compost the Trustees have decided to sell for a limited offer of 5 bags for £20.00. A tenant has some old racking on their plot which they have donated. We need to order some Sharpie pens and some rubber bands MM will look on line for these. DM has a rubber backed mat for the shop. GB will check that it is anti-slip	MM DM TM MM GB
5. Catering report We have 2 Tenants who are interested in helping	AS RM

out with the café and are coming to talk to Rachel and Anne on Thursday, to see what is required. We will then pay for their Food Hygiene certificates	CA
6. Plot Report The last free plot has now been allocated. MM and DO have completed plot inspections. 9 NTQ letters. 1 Tenant is having their two plots reduced to one. 25 plots will be checked again at the end of the month to assess if cultivation has started. The waiting list is currently 7 people most wanting ½ plot. A tenant has been asked to lower their fence by the end of the month. We have a shorter list of trouble plots which is good. Tenants have started to remove Astro Turf from their plots.	MM DO
7. Health & Safety MM asked if GB could do a H&S inspection before the next Event. GB is struggling with the Fire Alarm System MM has offered GB a hand TM asked if we have had the wood burner checked GB will look for a local company to do an Inspection	GB
8 MRALGA log book update since last meeting Nothing to add this month	
9. Monthly management task list Database management: CA raised the following: Membership forms need to be completed for each new member and also renewals. Our GDPR policy states that we do not keep personal data longer than six months from leaving the Association. Therefore, if renewal of membership has lapsed their data is deleted from the Database. Please can we continue to ensure that all forms including tenancies are completed fully and clearly. Hand writing can be sometimes hard to decipher. Database is up to date and we have one vacant plot and another pending clearance work.	ALL
10. Maintenance MM and TM have repaired leaks on the water tanks and will need more supplies ordered. Water tank covers are on-going. Clearing a plot and a skip is needed. For the ramp by the marquee area a concrete mixer ,2 grab bags of Ballast 10 bags of cement. Also need 2 marquee anchors to be ordered. Agreed to purchase shed for the Events equipment. TM looked into the cost of a metal container 10 FT for £11.00 a week rent with a delivery charge of £320.00 Brand new is £4,645.00 plus delivery and VAT. Second hand will be £2,825.00 plus delivery of £320.00 + VAT. DM has asked his manager at work if there are any, we are able to purchase	DM TM
11. Rodent Management Rob helps with this. Covering the water tanks has helped. Please could the tanks to rear of site be next on the list. Rob and I are reviewing the trapping or rodenticide use in this area at the end of April, as so far this year we have not caught anything and	CA

<p>bait not being touched. Therefore, we cannot justify use in this area at this time. We will of course reinstate if there is the need.</p> <p>Hopefully all tenants will have read their letters regarding tidying their plots, good housekeeping and reading Rodent advice supplied, we should see improvement. Please could plot inspections letters include rubbish clearance and reduction of storage items on their plots. Do they really need to keep these items?</p> <p>Due to changes in legislation, we have had to change Rodenticide's used in open areas.</p> <p>Tenants should only use Rodenticides when absolutely necessary when alternative deterrents and control measures have not worked.</p>	
<p>12 Security report MaM has created 2 forms which will form a Crime Report. And new notices for the noticeboards.</p>	MaM
<p>13 Events report AS and Dave Hodgson have created a 1st draft of the Schedule for our show. As will advise DH of a few changes. CA suggested that we have our own Judging Criteria so members are aware of criteria. .TM suggested that we have a Gazebo where entries are left for Stewards to enter the Marquee to restrict entry. MM knows someone who could take the photographs for the show and she will ask them. We need someone to manage the easter eggs for the hunt MM will ask around for a volunteer. Hampers will be made up for the Raffle. 12 children have put down their names for the easter Egg Hunt.</p> <p>DO has arranged an events committee meeting before the Plant sale which will be Saturday 26th April 2025.</p> <p>Trolleys also need to be hired. We need to ask the Academy if we are able to use the carpark for the plant sale and Show. MM suggested purchasing another trug for the shop and the sale.</p>	<p>AS</p> <p>MM</p> <p>MM</p> <p>MM CA</p> <p>DO</p> <p>DO</p> <p>MM</p>
<p>14 A.O.B We have received a Thank you from Roy Richard for the gift for his work in the Orchard.</p> <p>A tenant has asked about having Bees on their plot MM asked them for evidence of training and a Bee Association certificate with Insurance which we have yet to receive. DO is concerned about having Bees on the plot as there are children and Tenants with an Allergy to bee stings, The Trustees discussed and agreed for an area at the rear of the site. Tenants applying will need to clear, fence secure and provide signage.</p> <p>CA has talked to Dave Hodgson about MRALGA's future and succession planning. Dave has suggested that he could talk with tenants and a survey of skills. CA has asked if he could join us next meeting to discuss and this was agreed.DM mentioned 360 Degree camera starting from £79.00 MM will look into these</p>	<p>CA</p> <p>DM</p>
<p>15. Date and time of next meeting: Saturday 7th June 2025 at 1pm Meeting closed at 2.50pm</p>	

