

## **MRALGA Trustee Meeting**

**7<sup>th</sup> August 2019 6.30pm**

Attendees:- Carol Andrew (CA) Myra Underwood (MU) David Osborn (DO) Bekah Miller (BM) Joe Cox (JC) Mark Moore (MaM)

Apologies:- Maria Moon (MM), David Moon(DM), Sue Moore(SM)

Minutes: - Bekah Miller (BM), General Secretary

### **Chairs Welcome.**

CA chaired the meeting due to MM absence. Thanked all for coming

### **Matters Arising.**

Edit to wording of minutes, minutes then agreed to be correct.

IBC – had not arrived

Double door fitting – Pending

Tracks repair – Pending

Wood Order quote required for rainwater collection points

2<sup>nd</sup> Skip for rubbish removal – Pending

Strimmer update – Pending

### **Treasurer report and requests for equipment.**

- Barclays manager meeting taken place, processing delayed due to a personal issue with manager.

#### **FORMAL RESOLUTION – CHANGE OF BANK**

**The Banking arrangements are moving from NATWEST to BARCLAYS for the benefit of MRALGA and Trustees.**

**ALL AGREED**

**Card Holders will be DO and MU**

- Padlock on gate is damaged and needs replacing at a cost of £150  
**Buy TWO padlocks and keep older one in ok condition as emergency spare.**

**PROPOSED by – ALL AGREED**

- MU buying wine for judges at the Annual Show

- Trustees to ask what has happened to IBC's and have plan of action if not available anymore, MaM to look online for alternative IBC's and forward to MU. DO to enquire with contacts at Frontier
- MU to talk to DM about wood sizes to be researched for water collection points
- Request for a colour printer – printer costs to be researched as previously for black and white printer. Get Annual show cards printed at a printer for this event. CA mentioned that Bedford borough have a printing service as do Rymans.

**Using a print service for Annual Show - proposed by JC seconded DO.**

BM to source a quality printer and get cards done.

- A suggestion was put forward of NOT increasing plot costs this year. **Proposal was Agreed and Approved at AGM.** Plot Increase to be added to next agenda to be discussed after water bill has arrived. Weather has assisted with water costs, MU to advise on water bill for monitoring.
- CA suggested that we may need to advertise for a self-employed cleaner for toilet and general cleaning. This position would be invoiced to MRALGA for payment. A lot of discussion was had on this. We know volunteers are an issue. It was felt that you can't pay someone to do one job and not others. The toilet, however, is regarded as separate and a nasty job by a number of trustees. A serious discussion is needed regarding jobs.

### **HEALTH AND SAFETY**

- Issues with heaps of rubbish still, how can we word it to tenants to assist with the management of vermin/pest control. – tenants need to be responsible and tidy up to assist with preventing infestations. MU – suggested Devise a leaflet of hints and Successes. AGREED by ALL – winter project
- CA – Slugs and Snails like eating Rat Bait. CA is putting copper tape on bait boxes to protect wildlife on site. Rats like to eat organic slug pellets. **CA NEEDS HELP!!! Controlling and managing the vermin and pests on site is enormous. Committed volunteer is needed.**
- Broadcasts and Newsletters to ask for volunteers on any publication
- Food in fridges needs to be dated with date of opening. This is a MUST, labels and pens provided to record it. Kitchen procedures to be tightened. Checks and cleaning are being done but not necessarily recorded properly.
- MU thanked CA for all her hard work. CA is finding it very time consuming and has once again appealed for help.
- It has been noted that there are a lot of large birds around, this is leading to a larger crop loss.
- Decrease in rat activity currently due to CA very hard work.
- There was an issue with a new tenant regarding their bonfire, rules explained, nothing done wrong but need for safety reminder.
- No issues had occurred with burning this weekend as been very quiet on site.

## EVENTS

- Plot judging for the Annual Show completed, certificates are ready to be signed. DO requested that plot judges receive gift of beer for judging **AGREED** – DO requested that the newcomer class be extended. –

**New plot holder after MAY still illegible for newcomer class.**

**MU proposed – ALL AGREED**

- Show day – Meeting for events team Sunday before the show
  - Guest of Honour form completed and sent
  - Most judges now have schedule, DO to see that remainders receive it
  - Trophies have been returned apart from best shed and photography, to be requested by DO
  - Marquee to go up on the Saturday before, Payback team organised to assist.
  - DO to write list to plan with payback team.
  - Gazebos to be sorted out, checked and cleaned. Sides of marquee to be added the Thursday before the show
  - Raffle prizes to be sourced, what is needed.
  - Children's' prizes 9 Classes 1<sup>st</sup> prize rosettes discussed – AGREED – A token gift for children for entering.
  - Floats needed for each stall – Raffle, Show, BBQ, Refreshments, Plant Sale, Bric a Brac, Tombola, Hook a Duck and Charity Stall
  - Price of plants at plant sale to be kept simple. Price to be decided but something like 50p a pot and £1.50 a tray
  - TIBBS stall to be clarified with TIBBS encourage plot holders to donate produce
  - Police attendance has been organised to discuss marking tools and crime prevention
  - Banner to go on gate this weekend (10<sup>th</sup> Aug)
  - Posters for the show need printing – RM to source
  - List of volunteers needed for insurance and Health and Safety purposes. Volunteers need to be MRALGA members to help due to Public Liability Insurance.
  - Prize vouchers needed, Class Cards to be printed by BM. Tenant has template to be asked for if not sourced elsewhere
  - Prize vouchers £5 x 40, £10 x 2, 2 x £3. Vouchers to be numbered and stamped at issue and list of winners composed for accounts only.
    - RHS Wisely trip, currently 15 tickets sold 14 remain.
    - Coffee mornings, Trustees to organise a NAS and Coffee Morning in aid of SUE RYDER. Email to be sent out coffee morning 17<sup>th</sup> August 10 to 12

## PLOTS

- Site inspections completed on 7<sup>th</sup> of August. There are 4 categories of inspection.
  - Given Up Plots, 1 x ½ plot 5x full plots and 3 micro. All in a state and need strimming before the show. OD, 621,327,170.1,309,169.1, F,G,and J.
  - Plot 229 has been requested by 2 current tenants. To be discussed on a first come basis. Speak to first tenant to see if still wanted, suggestion of a near plot for that tenant if wanted. Tenancy to be offered to second tenant if declined.
  - 390/177.1 have been given up but need a lot of work, to be left till winter season due to time constraints
  - 22 plots will be receiving weed letters
  - DO to list those not receiving renewal invoices. Alternate letter to be drafted with invoice.
  - There have been 3 appeals regarding 3<sup>rd</sup> letters.
  - 10 Tenants to receive a lack of cultivation letter.
  - New Tenant has requested 2<sup>nd</sup> plot. First plot to be of high standard by October and the trustees agree to let of second plot – Old School Plot to be held for tenant if required.

CONSIDER AS PROPOSAL FOR AGM – 10Hours/Year of site/community volunteering to be added to tenancy agreement.

- Plot 291 – MRALGA to take on the plot as community events plot.  
**PROPOSED that the plot remains vacant for MRALGA Benefit - ALL AGREED**
- Weeding needed outside the hut
- Rumours of theft seen, statement required from tenants involved, was permission granted, investigation needed.

## PAYBACK TEAM

The payback team have been very involved in rubbish clearance and burning, strimming and other maintenance. Have worked hard. Handrails installed. DO to write a list of what needs doing and check if CPB Supervisor is available on 31<sup>st</sup> August/1<sup>st</sup> sept

## MAINTENANCE – DM not present, General Info from MaM

- MaM – said 2 tenants had helped with tank repairs and supported him to do his role. A big thank you to them
- MaM – has tried to contact tenant with regards to the hole in the fence. MaM to follow up and try again to follow up with tenant.
- DM and MaM to follow up on date for double doors and water collection points
- Possible repair of Marquee, contact of shop manager

### **SHOP** – Report given by shop manager

- Discussion on Biodegradable bags, as suggested by shop manager. Points discussed. A good Idea. Paper bags not viable for things such as fertiliser. Is there a clear option for the bags? How long till they degrade? Will degrading lead to spoiled products? How does fertiliser react to biodegradable status? Further investigation is required, Tenants to be encouraged to reuse own containers/buckets
- Once double doors are fitted an advance budget needs to be discussed for the shop and agreed. **Proposed by JC, Seconded DO**
- Positive steps to be taken regarding bags as part of environmental policy.

### **SECRETARY REPORT**

- Still Facebook Issue, No response to many reports of fraudulent page. Have now reported under used of stolen intelligent data. Awaiting response.
- Currently advertising events, using posters only, via personal Facebook pages and We are Bedford sites, objection to using personal Face Book -MU. Explained that there is no personal information at all and no pictures of any person used. A personal choice to attach my name to advertising.
- Google Business Page provides an advertising platform also for events. Details of events posted to our business page. Page is also updated to be accurate description of the business with photos of parts of the site such as flowers and produce, no personal pictures due to GDPR. BM is very aware and been trained on all aspects of GDPR restrictions and advertises very generically only using posters that are put up for events.

### **OTHER POINTS RAISED FOR DISCUSSION**

SHOW – Boxes need for plant sale to carry away sold plants

SHOW – Goodie Bags required for members – Approx 150

ACCOUNTS - End of Year Treasurer support for MU, CA,MM and MU to meet for timeline of accounts, Independent auditor required

CHARITY REPORT – needs to be ready for AGM. CA, MM and a secretary to meet to write report in September

AGM- Timetable needed for proposals, proxy votes etc. AGM proposal request to go out on invoice run.

OFFICE STATIONERY - New Filing System requested – BM to source and quote prices for replacement filing folders

HYGIENE CERTIFICATE – SM, MU, MM, BM and Volunteer Susane to take. MRALGA to fund courses.

Meeting finished at 9.50pm