



<p>MU requested if it was possible to have a larger shelf be put up in the office.</p> <p>JC conveyed his concern about the lease, as far as he can understand there are two issues</p> <p>First the seven year lease has a break clause therefore we do not have a secure tenure although the building is owned by MRALGA the land is not. JC said that we could lose the land. CA disagreed as we have the full support of the Mayor.</p> <p>A discussion followed regarding the legalities of the lease .</p> <p>The 2 leases are not in sync this needs rectifying. We don't need to register on a seven year lease.</p>	<p>JC</p>
<p>5 <b>Treasurers report - MU</b></p> <ul style="list-style-type: none"> <li>• <b>Banking Accounts update/follow up</b></li> <li>• <b>Poly tunnel update progress and costs</b></li> <li>• <b>General Feedback</b></li> <li>• <b>Discussion with regard to MRALGA inventory and the recording of items either purchased or donated. - MU</b> (Recently we have been unable to locate items and there has been some confusion as to what has happened to these items.)</li> </ul> <p>DO is going to get the final mandate for the card with Nat West. MU will ring Nat West for an update.</p> <p>CA thought that there should be an internal check. Members of the committee should carry this out re bank and card. Proposed by CA and seconded by MU.</p> <p>Update on the budget for the poly tunnel cost so far is £616.65 MU asked how much more is needed to complete the poly tunnel</p> <p>DM informed the meeting that wooden doors at the cost £34.00 DM asked that they be delivered to his home where he has spare to construct them. All agreed</p> <p>DO re matting and plastic sheet £9.00</p> <p>MU looked at the minutes of the last meeting to check on the estimate given for the poly tunnel which was £700.00 approx which means it is under budget.</p> <p>AL was going procure the anti climb paint. A discussion followed regarding this paint it was deemed in effective by the trustees</p> <p>Discussion on the topic of inventory of all assets followed.</p> <p>DM believed that we already had an inventory</p>	<p>MU</p> <p>DM/MaM</p> <p>MU /DO</p> <p>MU CA</p>

<p>RM found the old inventory which needs updating.</p> <p>Photograph of each room for evidence some available thanks to CA husband.</p> <p>RM suggested that the photos be numbered so as to match the written list.</p> <p>MU stated that the inventory must be updated as soon as possible as we must protect our assets.</p> <p>DM to create an inventory for the maintenance room.</p> <p>RM to adapt the original form.</p>	<p><b>RM</b></p> <p><b>DM MaM</b></p>
<p><b>6 MRALGA Log book update since last meeting</b></p> <p>No updates since last meeting</p>	
<p><b>7 Maintenance</b></p> <ul style="list-style-type: none"> <li>• <b>Poly tunnel update</b></li> <li>• <b>Update on road maintenance</b></li> <li>• <b>Update on water Switch on readiness</b></li> <li>• <b>Where are we are the maintenance plan for 2019</b></li> </ul> <p>Poly tunnel update under treasurers report.</p> <p>Update on road maintenance. Pot holes to be continued filling in CA is going to Email bedford Bedford highways to check the legal standing regarding the roads we need to check all options. Roads cannot be ignored due to health and safety going attempted to achieve this before the EGM.</p> <p>DM says we do not need roads as this is an allotment only access to the plots is required.</p> <p>DO mentioned emergency vehicle access which is possible.</p> <p>JC mentioned the narrowing of the roads due a tenant piling soil which is leaning over into the access way which is narrowing the road and is a danger to others. It is not known what the tenant intends to do with this soil JC mentioned at this point that soil cannot be removed from the site as it is against the lease.</p> <p>JC recommends a verbal discussion with the tenant asking about is intentions.</p> <p>MU disagreed as a letter would be more appropriate as this is a huge problem.</p> <p>SM felt it should a verbal warning first.</p> <p>It was brought up that if a plot has a gate which is locked the trustees should be given a key.</p> <p>Water to be tested at the end of March in readiness to turn the water back on on the 6<sup>th</sup> April.</p>	<p><b>CA</b></p> <p><b>DO</b></p> <p><b>DM</b></p>

<p>DM says maintenance still needs to be done in preparation beforehand</p> <p>MAM to take weekly water readings to measure water use &lt;his will be logged in a notebook.</p>	
<p><b>8 Events report – DO</b></p> <p>Meeting of the events committee on Sunday 10<sup>th</sup> March at 10.00am</p> <p>DO outlined the events planned and the progress made</p> <p>There is going to be an</p> <ul style="list-style-type: none"> <li>• Easter event,</li> <li>• plant sale</li> <li>• quiz night</li> </ul> <p>Preparations are proceeding very well</p> <p>The marque is going up on the 23<sup>rd</sup> March in readiness for the EGM and the events</p>	
<p><b>9 Security Report - AL</b></p> <p>CA going to speak to AL about the anti-climbing paint and if there are any alternatives.</p> <p>Need to check the security policy which DM proposed and RM seconded vote was unanimous</p>	
<p><b>10 Trading Hut Report – Voluntary Shop Manager Providing report</b></p> <ul style="list-style-type: none"> <li>• <b>Managers report</b></li> <li>• <b>Trustees to review the rota for covering MRALGA roles in March/April together.</b></li> </ul> <p>(Trustees to write on the rota when they wish to offer voluntary support and if required trustees to discuss management of the role cover shortfall.) Kitchen, Shop and General Admin Rota?</p> <p>Shop report attached</p> <p>MU expressed that trustees should communicate more with each other and the need for more volunteers.</p> <p>RM thought if they was not any service in the hut or shop people would be more aware of the benefits offered.</p> <p>Shop manager to be responsible for getting volunteers for helping in the shop?</p> <p>CA suggested a 'we need you' poster/flyer</p> <p>RM will create this</p> <p>JC could put the flyer in when the invoices are sent out.</p>	

<p>DO put forward the idea that maybe the trustees could go around the site and talk to people about volunteering RM suggested that when the weather improves to have an open air coffee bar so people see the trustees and gives us a chance to talk to the tenants.</p>	
<p><b>11 Fire / H&amp;S Report – CA</b></p> <ul style="list-style-type: none"> <li>• Rat Catcher Update</li> <li>• Any safety concerns</li> </ul> <p>CA has distributed 106 rat boxes which is extremely time consuming some baited and some attractant</p> <p>Tap on IBC of the allotment needs moving as this is a safety hazard Discussion about a plot with lots of non allotment furniture etc. CA is not going on the plot to bait rats as it a H and S concern. CA is prepared to approach the tenant and have a discussion re this problem. MU these are real issues that need to be addressed CA soft approach but with the minimum of 2 people. Also 2 people to make a list of items that need removing before we approach the tenant</p> <p>JC do you want me to write a letter referring to tenancy agreement and itemising the things that need removing.</p>	<p><b>CA</b></p> <p><b>DM</b></p> <p><b>CA /DO</b></p> <p><b>JC /DO</b></p>
<p><b>12 Community payback work – Log sheet</b></p> <p>Tools, burning, laying slabs/membrane ( t agreed to put under slabs costing £4.50)</p> <p>When doing this the orange barrier needs to be up due to mud H and S</p> <p>Re-laid kitchen floor</p>	
<p><b>13 Plots - DO</b></p> <ul style="list-style-type: none"> <li>• <b>Trustees to discuss the condition of plot 173.1 -</b> (There is a significant amount of broken glass scattered in the grass and weeds. In short term plot needs to be fenced off. Trustees to discuss longer term plan for this plot)</li> <li>• Any other Plot Concerns</li> </ul> <p>CA plot 173.1 it is not safe to let out due to the amount of glass imbedded in the ground. It was recommended that the plot be used for storage for wood chip etc and maybe burning. This agreed and that Harrison fencing would be put up The clips pegs would cost £1.00 each = £20.00</p>	<p><b>MaM</b></p>

Decide to ask payback team to do this entered on payback work sheet	
<p>15 <b>A.O.B</b></p> <p>Broadcast to go out in April after the EGM Trustees thanked MU husband for his help <b>Policies to be looked out:-</b></p> <p>CA Health and safety Already completed</p> <p>MU Finance pending</p> <p>Complaints and compliments Do we need a new independent person? Do we need to change anything? SM is going to look at the policy. MU suggests looking at one policy per meeting We are a charity so all trustees are liable and all are responsible. Meeting finished at 9.50</p>	
15 Next meeting: 3 <sup>rd</sup> April at 6.30pm	