

MRALGA
minutes
Monthly Trustees Meeting Monday 11th Sept 2023
6:30pm

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

Agenda item	Action
1 Welcome by Chair and minutes of previous meeting signed off for filing.	MM
2 Chairs report Maria apologises for being on holiday for show day and thanks the team for all their hard work.	MM
3 Secretary`s report All emails up to date! Need cover letters from Maria and David for the newsletter I cannot complete the October newsletter until they are received. Also can we agree winter closure dates so that I can add this onto the newsletter. Closed Thursdays 23 rd nov reopening 7 th march. Sats 23 rd dec-13 th jan. Add supervision of children to newsletter. Discuss wixams member availability on site. Explain that they have visited and discussions had already. All agreed for LM to liaise and agree way of working. List needed of new cup holders please Replacement banners needed for next years events Monthly management in hand and defib check added to December and march. AGM proposal forms., nomination forms to be printed	LM
4 Treasurers Report Laptop with accounts available at the trustees meeting. Since our last meeting the electrical work has been completed and paid for. Electrician will return and sign the work off when the sockets in the greenhouses are in their final fixed position. Two new doors to huts also paid for. The new treasurers laptop now up and running. Eset security package renewed and upgraded for treasurers laptop and secretaries laptop. My husband Matt has set up laptop and I am finding using it far easier than the worn out old one. It also means I do not have to rely on my own personal PC. Matt is also as in the past volunteering to maintain	CA

the database using my MRALGA laptop. For those not aware Matt built the database and current invoicing system some 7 years ago and this has served us well.

Matt supported with this years invoice run and is willing to continue doing this as a volunteer, which eases our work load.

Around 70 Tenants have responded so far to the new site banner asking tenants to collect invoice, king and potato lists. We have a list to enable us to record date of collection and also includes Kings catalogue. Tenants have been advised to pre order potato`s as we will not be having the same level of seeds in the shop to avoid reduce wastage.

We have purchased signage for the site, please could it be used a,s,a,p.

Growell`s order received 7/9/23 and onions, and garlic ready for sale. Prices have been prepared for the new stock in line with our finance policy. Bill will be paid before end of financial year.

The show.

Although quiet at first was well attended.

Refreshments £290, 2 new members, shop £111, events £350.

It was a busy day for volunteers and we need to continue to ask tenants and members to help us manage MRALGA site.

Visiting judge Mick Camp (Chair of Baldock sites) said that he was impressed and quite envious of our improvements to our site and our hopes our tenants appreciate the trustees hard work and management.

The Water bill has decreased £1017 from last year. Encouraging tenants to collect rain water and MRALGA rain harvest collection points are I am sure helping us keep mains water costs at a reasonable level for our very large site.

Pending costs are: 2 new mowers please can we agree which and when. If not doable this month I am happy to move costs to next financial year. Also attachments to hut skylights to improve security. New kitchen floor etc in winter months.

An urgent cost may be additional materials to improve security to the perimeter of the site by the houses . we urgently need to agree a plan together and act on it.

Cost of removal of asbestos on a vacant plot. £1000 agreed.beginning of October.

Do we need to purchase any other materials? None requested

Are we able to order the crushed tarmac for track repairs I feel it would be good to have in situ before the AGM. The cost of hirer of

	<p>tractors and labour from Bedford borough will more likely be after the end of our current financial year.</p> <p>As we are close to end of our financial year I am working on end of year reporting. Once report is finalised I will email all for feedback.</p> <p>Please be aware that the accounts will show a loss for this year as we have used funds set aside from previous financial years. As a charity we have and need a reserve and set a side for future projects We have a duty to ensure we deliver the agreed projects from the funds reserved for them. Our financial reporting is noted when we have applied for grants.</p>	
5	<p>Catering/Shop report</p> <p>Great we have a new volunteer and the current team works well together if others could continue to support with cleaning communal area and site facilities support is much appreciated.</p> <p>Rubbish from the hut area?</p> <p>Delivery of onions is in and ready to go. Prices updated accordingly.</p>	CA/MM/DO
6	<p>Plot report</p> <p>Early October before any more plots are to be let. Hopefully we will be able to clear the waiting list upon the new invoicing year.</p> <p>Plot 224 has asked for help with clearing the plot before the month end.</p> <p>LM to send a further email to sense? Are they continuing.</p> <p>Plot holder comment end of march to beginning of sept. 4 burning days can we not have events on burning weekends.</p> <p>Tenant has stated that trustees cannot go on individual plots. Let it be made public that as trustees we are legally allowed to go on any plot needed to be inspected</p>	DO
7	<p>Health & Safety</p> <p>GB to confirm removal and prices of asbestos.</p> <p>PAT testing we need to find someone else to do it for us.</p> <p>Fire alarms tested 02.09.23</p> <p>Query the safety of charging lithium batteries when we are not on site? If they are we cannot leave them on charge unsupervised.</p> <p>Glass to be removed from the rear of the hut.</p>	GB
8	MRALGA Log book update since last meeting	MM
9	<p>Maintenance</p> <p>Green house racking to be completed and electrics put into final placement.</p>	DM
10	<p>Community payback</p> <p>Have been offered on candidate for Saturdays only agreed by all not to have anyone until spring. LM to reply to email.</p>	MM

11	<p>Security report</p> <p>We need to fix the corner area to prevent entrance to the site. DM /MMO to look into it Saturday 16th. Camera to be installed in the area.</p>	MMO
12	<p>Events</p> <p>CB is finding it hard health wise to carry on with events lead. She is considering stepping down.</p> <p>LM offers any help required for Halloween.</p>	CB
13	<p>A.O.B</p> <p>Due to liability tenants cannot use our equipment unless volunteering for us.</p> <p>Gate incident discussed . Emergency equipment box in maintenance room.</p>	ALL
14	<p>Date of next meeting</p> <p>9th October 630pm</p>	ALL