

Court Oak Road and Tennial Lane Allotments Association
Honorary President Alan Harbour

**First Annual General Meeting Tuesday 29th March 2011 7.30 pm at the
Quinborne Community Centre**

Minutes of the Meeting

Present. See attendance sheet

Apologies. Ben Stanley, Mike Povey, Gisella Brighton, Alan Harbour and Marian Stanley

Chairman

Bob Lintern welcomed everyone to the meeting and introduced Chris Brown from the BDAC. He stated that Chris was here in an advisory capacity only. He mentioned that voting was to be by a show of hands and that plot holders only would be allowed to vote on policy or changes.

Chairman's Report

The shop had been promoted to all members, emphasising the need to boost the association's funds. He was pleased to mention that turnover is improving. Application was made to the Community Chest for £5000. K Brown and Cllr. Clark wanted a less amount. They stated there was difficulty obtaining the grant for the Tennial Lane (TL) site. Cllr. Clark stated that money had already been allocated for Tennial Lane work.

A grant was obtained for the Court Oak Road (COR) site, a compliment was made on how the request was handled.

Bob mentioned that bonfires had been a source of concern but this had now been resolved.

Asbestos had been found on the COR site, this caused concern but the asbestos was considered low risk material, asbestos also found on the TL site, the asbestos was propping the path up. Both these matters need to be resolved urgently. Chris Brown agreed to raise the matter with Mohammed (Council).

Overhanging trees also need to be dealt with by the Council.

The notice board is now up. Thanks to Dave Watkins (TL) for his work. The toilet door fixed and the water turned off for winter and on again in spring with thanks to Tony Oakes (COR). Our thanks also to John Bland (COR), for fixing the gate.

Illegal tipping outside the gate is being looked at and Environmental Health to be notified. Councillors are to be asked for consideration of 'fly tipping forbidden' notices. Thanks to all members that were involved with clearing the car parking area at COR. Bob again emphasised usage of the shop.

Secretary's Report

Rents have been collected and a grant applied for in the amount of £5000 to purchase equipment and a container for tools, other work also needs doing. Cllr Clark did not think we needed this amount and asked for three quotes for work. Betels of Britain (landscapers) got the contract to clear six plots and the communal seating area. Part of the grant requested was for Tennial Lane but this part was refused. Betel did the work for £1700 out of a grant for £2000. Contractors took eight days to complete the landscaping work.

A mower was purchased with the residue plus some funds from account.

The road in Tennial Lane needs to be looked at this week, also the toilet block to be done.

Alan's bench fund now stands at £470. The Committee are hoping to clean up the bench area and arrange for seeding (grass) before purchasing a bench and fixing this in place.

A site survey took place with Mohammed during February. He reported back to the Council. Items such as trees and other areas singled out for necessary attention were inspected. There were repairs to the toilet flush handles at COR and TL and repairs required to the doors. Council contractors to give quotes for the work this week.

There have been 11 new plots created making 117 in total, more are proposed.

15 plots have been let since September. There are none empty at this time. The car park area (COR) is now designated official car park. There are still small amounts of work required in this area but the car park is now usable.

A visit has been arranged by Cllr Matthew Gregson for both sites on the 7th May. Any outstanding problems, such as fly tipping, will be sorted out then.

The Committee has agreed to purchase a metal shipping container. This will house equipment and other items. It is hoped this purchase will allow the freeing up of one of the sheds in order that meetings can take place there and monies currently spent on the cost of hiring rooms could be saved.

The Council is in the process of drawing up new management agreements Chris Brown will comment on this.

Treasurer's Report

John McQuay mentioned this being the 29th March there was one weeks trading left to do. He proposed moving the date to the new financial year to give 21 weeks stock and expenditure.

It was announced that Mr Price (Commercial Banker) would be carrying out an inspection/audit of the books.

Accounts Loss	£594
Excess	£2366
	£1680 44% of balance sheet

Set up costs will not recur.

We now have electronic banking

No Debtors

Please note: We inherited Guild money this year. We shall not have this next year. Anyone wishing to have a run down of the Audit should apply to the Committee.

Agenda Items

Item 1 Election of Officers

Existing Officers agreed to stand again for election. A call for members to propose and second said officers took place and then a full vote of members followed to carry votes.

Chairman: Robert Lintern - Standing Officer, Proposer Robin Webb, Seconded John McCarthy. Vote carried Robert Lintern duly elected Chairman.

Secretary: Sandra Lintern- Standing Officer, Proposer Dave Watkins, Seconded Mick Clayton, Vote carried, Sandra Lintern duly elected Secretary.

Treasurer: John McQuay Standing Officer Proposer Mick Clayton, Seconded Ian Wilson. Vote carried John McQuay duly elected Treasurer.

Tennal Lane: The current Secretary at TL relinquished the post. Pauline Webb (TL) offered to take on the post as Secretary to Tennal Lane.

Tennal Lane Secretary: Pauline Webb nominated, Proposer Sandra Lintern, seconded Glenys Nicklin. Vote carried Pauline Webb duly elected Secretary Tennal Lane.

Item 2 Committee Members

All Committee members agreed to stand for a second term including Joanne Stubbs. There were no objections and a bulk vote taken of all members present. Vote carried.

Committee members all reappointed.

Item 3 Election of Auditor

Mr Ryan Price agreed to inspect the books. Vote carried. Mr Ryan Price duly elected to inspect the books.

Item 4 Acceptance of the Constitution

Chris Brown was given a copy of the Constitution, all members were asked if they had read this document. Vote taken of members. Vote carried. Constitution accepted.

Item 5 Vote on Subscription Fees

The current subscription fee is £1.00 per annum. A previous committee vote had been taken to put the fees up to £2.00 per annum. All members were asked if there were any objections to the increase, there were no replies. Chris Brown asked if Associate Members would pay the same? Mick Clayton said Associate Members

should pay £2.50.

Bob Lintern said let's get these members on board first. It was mentioned at this stage that they were not allowed to vote. A vote was taken of all members present to keep the fees at £2.00 for everyone.

Vote carried. It was accepted that Subscription Fees would be £2.00 across the board.

Item 6 Minutes of last AGM

Sandra Lintern asked if everyone had read these minutes. Vote carried. Minutes Accepted.

Item 7 Any Other Business

Chris Brown (BDAC) explained about new Management proposals. 9% grant currently given, 6% is proposed or, 8% if extra work is carried out. She said we would be worse off due to rents. Chris said she asked about the 1% and it was explained to her that this was for an annual conference to discuss general matters. This is their (Councils) offer, 8%, but if you do the same as now, 6%. Chris is finding out more about the proposed annual conference. She expressed doubts that not all the sites would turn up. Paperwork to be kept to a minimum until further notice. Chris mentioned rule 15 on harassment currently causing hassle on some sites. She says please be aware of new Rules, be aware of the Constitution/Management/Council rules. New agreements must be read and taken on board. Some questions have already arisen regarding the agreements. There is an October deadline.

A member asked, do we need to ask permission to change the rules? Chris said the Council want this done and dusted by October. It was argued that we cannot make decisions until the draft is accepted.

John McQuay said if we go to the high level we need insurance.

Chris said the Council are trying to coerce you to have insurance, i.e. for open events or visitors. This would also cover emergency services, notification and organisation.

Chris thinks this would be difficult to police and would generate lots of paperwork.

One member said is this all necessary? Another asked, in this current culture of blame would we be liable? Mick said an organisation he knew of said they have to take out public liability, Roger asked, could disclaimer notices help us? Chris said contractors are covered when working on site. A member, Ian, asked would we as council members be covered, such as when you visit or work in museums, parks or other council establishments, like them we are part of the leisure industry?

Chris mentioned that questions are being asked about the rates on Council owned sheds and she reiterated that everyone needs to read the new rules. She mentioned that the sheds are covered against fire only, this did not include any contents. She said she has enquired about peppercorn rents. A member asked could insurance rates be investigated.

Chris mentioned we are lucky we have some of the best arrangements in the country. She said if you have a shed that is unfit for purpose or in a bad state close it down.

Mick said we should push for a container that will not burn. Bob mentioned we can deal for £2.00 with Insurance Co. Chris said on her site they pooled together to buy a container at discounted rates. She also asked about asbestos and who proposed

moving it. Bob said Mohammed said this. Alan Hirons said he was told to break up the asbestos and bag it. The Committee stated under no circumstances should this be done. Many proposals were made on dealing with the asbestos but general consensus was that specialists should deal with it.

Chris suggested applying for self help money for plumbing repairs.

Trees were mentioned as a cause for concern. Chris asked if these trees were on the roadway?

John McQuay said that Mohammed (Council) has determined the units with compost heaps should put these compost heaps at least two foot from the road. John thought this unreasonable and stated it is not in the rules. Chris said he cannot change the rules or approved specifications but they may say in future heaps should be two feet away. Bob asked Chris to get the rule clarified. Chris said in her opinion it always looks better if compost heaps are tucked away out of sight or at the back of a plot. Ian stated you cannot always put your manure heaps at the back due to inaccessibility.

Mick asked should all paths be a metre wide? Sandra pointed out in the rules it says two feet between plots.

Bob said when the new management rules come out copies will be given to everyone.

Chris reminded everyone she is always available to advise on these or other matters

There being no other matters the meeting closed