

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

Committee Meeting Tuesday 4th December 2012
7.30pm Quinborne Community Centre

Attendance

Ian Wilson COR - Chairman, John McQuay COR - Treasurer, Andrew Moseley COR, May O'Brien COR, Dave Watkins TL, Andrew Large TL and COR - Secretary, Marian Stanley COR. Guest: Stuart Guest TL.

1) Apologies

Glenys Nicklin TL and COR, Jo Stubbs, COR

2) Acceptance of Minutes (04/09/2012)

Minutes were unanimously accepted

3) Matters Arising

The tenant previously evicted from one of his plots has not cleared and tidied it. His other plot is still in a poor state and he has been sent another warning letter; he can now be evicted from the other plot by April 2013 (Easter) without further notification.

4) Report on 2012 Rent Collection

This went well at both sites on Saturdays and Sundays throughout October. We are well up to date with payments with only 7 rent payments outstanding. These will be followed up to ensure the tenants still want the plots. If they have not paid by Christmas they will receive a letter from the Council Allotments Office terminating their tenancy.

5) Rules for Bonfires

There have been a number of complaints from neighbouring houses about smoke from bonfires during November at Court Oak Road

Tenants are reminded that the Council Allotment Rules state that bonfires are only for the disposal of diseased plant waste and only allowed during November and March.

It seems that other waste is being burnt, causing problems to the houses around the site. If this continues it may be that bonfires will have to be banned altogether. Discussion followed as to the best way of helping plot holders with the disposal of waste and rubbish from their plots as there can be green waste that is not suitable for composting. We have been able to arrange rubbish collections in the past and as Allotments come under the Council's residential green waste remit it may be possible to arrange regular collections of bagged green waste. Andrew Large will look into if this can be arranged.

6) Officers' Reports

(i) Chairman's Report

It is with regret that we have received John Bland's resignation from the Committee. John has worked hard on improving the site both by clearing plots and mowing the car park and has been invaluable in setting up the Garden with the Presidents Bench. The information sheet on fertilizers and composts will be ready for photocopying and distribution in the spring. Welcome to Andy Moseley and to Stuart Guest for coming onto the Committee. It is good to have their interest and input.

Reminder to all Committee members to please add your names to the Shop rota for

Sunday mornings, The shop has been very quiet so it has been suggested that it closes now until after Christmas. This proposal was put to the meeting and unanimously agreed that the last opening would be on Sunday 9th December 2012 and reopened again on Sunday 3rd February 2013. Any tenant wishing to purchase items during this time can do so by contacting John McQuay or Ian Wilson at their plots on a Sunday morning.

(i) Treasurer's Report

See attached break down of the half yearly accounts.

We have spent slightly more than our income due to the purchase of equipment necessary for the upkeep on the sites. The shop made a profit. We have sold all the water butts. We should have £376 commission from the Council next April from the collection of rents. Thank you to Alison Lawson for auditing the accounts.

(i) Secretary's Report

The Secretary has made a successful application to the Community Chest for a grant to repair the most damaged part of the road at Tennial Lane. The Association has been awarded £2400 to complete this work, which will happen in the new year. The Council Allotment Office has to contract the work out so we have to wait for them to give us a start date. This work has to be done via the Council as land is their property. The Secretary plans to apply for lottery funding to completely repair the road at Tennial Lane which estimates show would cost in the region of another £8200.

The Council Allotment's Officer, Adrian Stagg is retiring and will his post will not be replaced. The Council is proposing to pass more duties on to the Allotment Committees. One of these proposals is that Committees take on the payment of the water rates. This would be unfair to us as at the Tennial Lane site water is used by Council workers and we cannot know how much that would cost. We will oppose this extra responsibility and refuse accept it. Another proposal is that we take on the responsibility for evicting problem tenants. This could be easier for Committees who now have to wait for the Council to do this. If we took this on we would still follow the procedures laid down in the Rules.

There have been a couple of disputes between tenants which have been mediated and resolved. Also complaints about bonfires which were discussed in item 5 (see above).

7) Feedback from Plot Holders

(i) Court Oak Road

It has been noted that not all plots display the plot number. Discussions took place as how to assist tenants to do this, suggestions included, a small post with the number burnt on to it or written onto the shed, if there is one, with a marker pen.

(ii) Tennial Lane

Plots are waterlogged making them difficult to maintain. There is plenty of wood chips available and Stuart Guest has a contact who will supply chippings to both sites.

8) Any Other Business

Stuart Guest was formally co-opted onto the Committee. Proposed by John McQuay and seconded by Dave Watkins. Stuart has ideas he wishes to put forward to the Committee and will email the Secretary with these.

9) Date and time of the next Committee Meeting

Tuesday February 5th 2013, 7.30 at Quinborne Community Centre

COURT OAK ROAD AND TENNAL LANE ALLOTMENT ASSOCIATION
Financial Report Committee Meeting Tuesday 04 December 2012

Second Year Financial Examination (Audit) 05 April 2011- 3 April 2012

I am pleased to report that Alison Christina MA Phil CPA RIMA has examined the above accounts thus:

I have examined the above Accounts. I have not conducted a full audit, and consequently I do not express an audit opinion on the view given by the accounts. However no matter has come to my attention which causes me to believe that proper records have not been kept, or to which attention should be drawn in order to enable a proper understanding of the accounts to be reached. On the basis of my examination I am satisfied that the financial records provide a true and fair view of the activities undertaken.

No auditing charge, the Guild used to pay £250, thank you Dr Alison, a bottle of wine?

See Income & Expenditure April 04 2012-11 November 2012 7 Months

See Balance April 04 2012-11 November 2012 7 Months

A deficit of £ 604, principally caused by the purchase of equipment (see below). Thanks to the voluntary endeavours of the Committee we incur only materials administrative costs.

CASH 11 November 2012

Bank balance £2,430.86

Petty Cash £1.00

Cash in Hand £ 83.68 Shop

Total Cash £2,515.64 No Debtors or Creditors

Key Fund Deposits treated as Balance Sheet "Contingent Liability" £837 (recalculated)

Therefore CORTLAA free funds £2,515.64 less £837 =£1,678.64

Shop Sales were £368 less than the same period last year –the weather!!!

SHOP/STOCK

Opening Stock April 2012 £1,515.34 +Cost of Purchases £1,223.52- less Closing Stock (inventory 11/11/2012 £1,088.00.), therefore, cost of sales £1,650.86. A Shop Profit £170.55 (10.33% margin cost of sales). This is a very small contribution based on the combined efforts of the Committee. The inventory NBV value of £1,088 is appropriate for a winter period. As your Treasurer, I believe we need to marginally increase prices to absorb increased Vat and also increase net income. YTD Shop turnover is £345 less than last year. Based on 2012 sales,

April 2013 are likely to be £572 (profit £57), however, we will be required to make significant purchases and reduce cash.

In order to increase CORTLAA funds to improve facilities we need to increase, shop turnover and margins. - Proposal a creative working party

WATER BUTTS

We have sold 42 of 45 water butts, 3 water butts have been used for CORTLAA toilets/sheds. Small profit £ 30.00, good result. We are grateful to Stuart Guest and his son Lee for their non Vat assistance!!!

COMMISSION RENTS COLLECTED OCTOBER 2012

We have collected £4,704 over 7 long weeks, commission due April 2013!!! (ish) 8% of rents collected= £376. There is still a trickle of rents to forward. The rental income is paid into a separate account.

KEY RESERVE.

CORTLAA received £698 in Key Deposits, from the Guild in 2010. I have reviewed the account and estimate (very hard to be accurate ie how many associates?) that the Key Reserve should be increased to £837. In reality this is a notional liability based on the cessation of both allotment sites and all key holders seeking a refund. Since all other figures are (accurate) **actual** or per stock, reasonably accurate, I have reduced CORTLAA funds by £213 to recognise an increase in the value of Key Deposits. Thereafter, providing the Key Account is kept "up to date", no other adjustments will be required going forwards. As stated this does not alter our real cash balances and merely recognises a notional liability.

SCYTHE CUTTER & HAND MOWER

We have purchased the above equipment, total costs £924 to maintain the two sites, and BCC no longer provide any tangible services. The Scythe Cutter is a very effective tool to clear plots for new tenants and set aside land. We are very grateful to John Bland for his hard work in clearing overgrown sites and mowing the car park.

J Mc Quay Hon Treasurer