Court Oak Road Allotments Association
Committee Meeting Saturday 4th June 2016
2:30pm at the Shed on Court Oak Road Allotments

Attendance
Andrew Large - Secretary, John McQuay - Treasurer, Astrid Fiess, Glenys Nicklin, Georgia Dunn, Marian Stanley, Mark Stevens

1) Apologies
Ian Wilson - Chairman, Geoff Garrish Site Safety Officer, John McCarthy

2) Minutes (12/3/16) and Matters Arising
Minutes agreed, no Matters Arising.

3) Officers’ Reports
Andrew Large acted as Chairman
(i) Chair’s report.
Ian had made a list of questions to put to the meeting which Andrew and John were able to answer
How many vacant plots? - 1 mini, 4 small, 7 standard -Andrew
What equipment had been purchased? - A new Flymow petrol mower - John
Had the next Clean Up Day, 17/7/16, been advertised? - A poster had been designed - Georgia
What was the progress on the Lottery Bid? - not known as Geoff was away.
John will hire a skip for the Clean Up on 17/7/16

(ii) Treasurer’s report.
The shop was well stocked and had been trading well. Astrid suggested we stock Peat Free Compost and she would research suppliers. The Flymow petrol lawn mower cost £350 and will be delivered next week.

(iii) Secretary’s report.
Following the Site Inspection of on 18/5/16, 13 plot holders had been sent letters/emails requesting that they let the Secretary know if they were going to work on their plots. There have been responses from three holders who want to give up their plots and one holder who has started working his plot. No responses from nine others. If there is no action from them the Secretary will ask the BCC Allotment Office to send out eviction notices.

(iv) Site Safety Officer’s report.
Andrew Large gave the Report
Following the Site Inspection of on 18/5/16 and after the last clean up day the site was looking much better with fewer hazards - which were mainly glass and general rubbish. The next Inspection will be in mid August to check H&S before the Open Day.

4) Open Day - Feedback from the Open Day sub committee
Permissions had been obtained from the BCC Allotments office. Tables and chairs had been booked from BCC. Glenys agreed to be a First Aider and do the raffle, Andrew agreed to be the site Tour Guide, Darren the Bee Man has volunteered to show/talk about Bee Keeping and his partner has volunteered to do face painting, Astrid is organising Making Activities for the children and needs some materials such as small clay pots. Georgia is in the process of designing the poster. Next meeting Tuesday 28th June 8pm at 148 Poplar Ave.

5) Feedback from Plot Holders
None

6) Any Other Business
We need to provide training to holders who want to use the equipment and to request a small payment for petrol. The equipment needs to be checked each time it is returned to ensure it is kept in good working order. A local maintenance company is checking our equipment at the present time and Mark Stevens agreed to be the equipment overseer.

7) Date and time of Next Meeting
Monday 25th July, 7pm in the Shed on Court Oak Road Allotments