

## **Court Oak Road and Tennial Lane Allotments Association**

Honorary President Alan Harbour

Committee Meeting 10/5/2011 Quinborne Community Centre 7.30pm

### Apologies

Alicia Wingfield, John McCarthy

### Item 1

Minutes of the AGM

Read and accepted - Proposed Dave Watkins, Seconded Glenys Nicklin

### Item 2

Resignation of Chairman and Secretary

John McQuay read out the letter from Bob and Sandra who had resigned due to serious illness of a family member.

John will write a letter to them on behalf of the Committee.

Sandra was a signatory for cheques so a new bank mandate has to be completed.

### Item 3

Co-option of additional Committee members

Ian Wilson COR

John Bland COR

Alicia Wingfield TL

May O'Brien COR

Proposed by John McQuay and unanimously seconded.

### Item 4

Election of Replacement Officers

Chairman - Ian Wilson - Proposed John McQuay, Seconded Glenys Nicklin

Secretary - Still Vacant - John McQuay to stand in until a replacement is found

Site Secretary - John Bland - Proposed John McQuay, Seconded Mick Clayton

Marian Stanley to be Minutes Secretary

### Item 5

Treasurers Report

5.1. Finance

£2090 in Bank

£470 for Presidents Bench

£648 Key Money

Shop nearly in profit

5.2. Need to recruit Associate Members increase income

5.3. Pauline Webb to supervise toilet block at Tennial Lane £30 plus cleaning materials and toiletries.

5.4. Insurance could be obtained for £2.00 per member. John McQuay to study costs and benefits also to look at Public Liability for £70 per annum.

5.5. Alicia Wingfield will help with Fund Raising for a metal container to house the stock.

Some fund raising suggestions from the Committee were Plant Sales, Talks, Raffles, Sales at school fetes.

### Item 1

Sub Committees and Working Parties

1.1. Presidents Bench

Alan would like the Bench to be sited on the middle Car Park. It was suggested that a suitable area be marked out and plot holders asked their opinions. The top space could then be used as a Car Park. John Bland, Mick Clayton and John McQuay to look at the two areas and make an assessment.

1.2. The septic tank at Tennial Lane needs to be emptied. John McQuay has enquired and this work is on the Councils list.

1.3. The road at Tennial Lane is in very bad condition. It was decided that we need to write a letter to the Council Allotment Department requesting action from them. John McQuay to do this.

1.4. Asbestos has been found on the sites. We need to get clarification from the Council about how to deal with this. There is a Council Department that could help. John McQuay to enquire.

1.5. Fly Tipping is still an issue. Roger Cobley has been talking to the local Councillors about this. Councillor

Greigson will see what progress has been made. Roger was asked to take photos for evidence and to speak to the Manager of the Co-Op who own the adjacent property.

1.6 The Committee asked for 'No Tipping' notices to be displayed on the gates at both sites.

1.7 There are 19/20 names on the waiting list. It was decided that priority be given to those on the list.

#### Item 2

##### Additional Suppliers

Suggestions were made as to finding additional suppliers, hopefully cheaper than the present one. John McQuay and Mick Clayton to research this.

#### Item 3

##### Poorly maintained plots

Usually if plots aren't being worked the Council Allotment Department will send a letter but the Committee decided in the first instants that those tenants need to be asked if they are having problems. John Bland, John McQuay and Ian Wilson to do a site survey.

#### Item 4

##### New rent percentages from October 2011

If we take the suggested 8% rent percentage we would have considerably more admin duties. The Committee decided to go for the lower 6% and continue as present. There are already heavy admin duties as it is.

#### Item 5

##### AOB

5.1. Need A3 laminated versions of the Constitution for display at both sites. Marian Stanley to do this.

5.2. Email addresses are needed from all Committee and plot holders who have them to help with dissemination of information.

5.3 Site security is of concern as the north west corner needs attention. The Council Allotment Department needs to be informed as they are the Landlords and they need to take action. John McQuay to write them a letter.

#### Item 6

##### Date and Time of next Committee Meeting

Tuesday July 12th 2011, 7.30pm, Quinborne Community Centre.

NB Following the meeting Andrew Large agreed to be Secretary – proposal accepted by Chairman & Treasurer to be ratified at the next Committee Meeting