
1. MEETING MINUTES

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Organisation:	The Gresty Street Community Allotments Association		
Date of Meeting:	29/05/2022	Start time:	3.00pm
Location:	GSA	End time:	
Chair:	N Barrett	Minute taker:	N cotton
1 MEETING OBJECTIVES			
B. AGENDER			
1.1	APOLOGIES AND ATTENDANCE		
1.2	MINUTES FROM THE MEETING 2020		
1.3	FINANCES		
1.4	RESOLUTION OF COMPLAINTS		
1.5	SITE INSPECTION		
1.6	OFFICER ROLLS		
1.7	CORRESPONDENCE		
1.8	AOB		
1.9	DRAFT OF NEXT MEETING		
1.10	DATE OF A GENERAL MEETING		
2 ATTENDANCE			
2.1 PRESENT	2.2 APOLOGIES		
N.Barrett (NB)	H.Walley (HW)		
N.Cotton (NC)	S.Lovert (SL)		
M.Cotton (MC)			
P. Woodward (PW)			
S.Hill (SH)			
M.Eyre (ME)			
A. Dobraszczyc (AD)			

3 AGENDA, DECISIONS, ISSUES	
3.1 TOPIC/ DISCUSSION NOTES	C. 3.2 DECISION/ACTION
<p>i.Statement from NB</p> <p>ii.He explained that he had been in contact with the Allotment Officer for the SOT allotments and explained that a general meeting would be called to regulate and discuss matters that were not discussed at the AGM due to the unusual circumstances due to Covid and the Allotment officer was happy with that and we can continue with committee form and continue with the meeting today</p> <p>3.1.1 In reference 1.1 to Apologies</p> <p>iii.NB: gave apologies for named persons in 2.2</p>	
<p>iv.In reference 1.2</p> <p>3.1.2 NB: suggested that the last minutes held were from the 13th of January 20219</p> <p>v.The minutes referred to Sue Ratcliffe, finances, and the application of use for the portacabin and a bid went in to obtain money from the lottery but was not successful</p> <p>vi.Matters were raised about where to track down the water supplier which was dealt with, including an agreement on price</p> <p>vii.Also that the new pathways needed to be weeded, this needed to be someone with a license and a volunteer was found.</p> <p>viii.From these meetings, it was established this was the first committee meeting since them</p> <p>ix.A question was raised by AD</p> <p>x.SH proposed that observers would be asked at the end of the meeting if they had any comments so that the committee can get through the meeting with minimal interruption as per standard practice from the previous experience.</p> <p>xi.</p> <p>xii.</p> <p>xiii.</p>	<p>xiv.</p> <p>xv.</p> <p>xvi.</p> <p>xvii.</p> <p>xviii.</p> <p>xix.</p> <p>xx.</p> <p>xxi.</p> <p>xxii.</p> <p>xxiii.</p> <p>xxiv. NC seconded the proposal all officers and committee members voted in favor.</p> <p>xxv.</p>
<p>xxvi.In reference 1.3</p> <p>3.1.3 NB asked if there was a report on finances</p> <p>xxvii.SH explained that the handover from the previous treasurer had been completed and was satisfied. There was still work to do to complete, the signatures on the accounts but</p>	

<p>this was due to the process required by the bank and would take time to complete. But was underway.</p> <p>xxviii.NB discussed the two payments needed currently which were the water bill and an invoice from the Stoke city council. And future payments for skips.</p> <p>xxix.NB suggested that the most recent skip was delivered in error but was excepted due to the need of plot holders, and would try and negotiate a discount.</p>	<p>SH to check the method of payment and get them paid at the earliest convenience</p>
<p>xxx.In reference 1.4</p> <p>3.1.4 NB explained that 8/9 official complaints were outstanding and it was a main priority for the committee to get these dealt with ASAP</p> <p>xxxii.NB suggested that a small sub-committee should be formed upon approval from the committee of three natural officers and suggested MA, SH, and NC, to ensure that the complaints were investigated and recommendations formed to be presented to the full committee to resolve.</p>	<p>Proposed by NB and seconded by MC approved by all committee members present</p> <p>NB set a time frame for the middle of July and the location to conduct the meetings would be best on-site in the community shed.</p>
<p>3.1.5 NB suggested the site inspection needed to be at least two people and needed to be completed before the end of June. MC was suggested as the second along with NB and it would be to check water butts if the gardens are maintained and any other issues that may need to be investigated.</p> <p>xxxii.MC said it was important to make sure all plot-holders were aware this would be taking place in the following weeks</p> <p>xxxiii.NB suggested that with the use of the skips and the amount of waste on the green tip people were working the gardens</p> <p>xxxiv.I suggested that in situations where people may have issues and are unable to garden at the moment they would be supported and exceptions would be made.</p> <p>xxxv.</p>	<p>NC to ensure it was recorded in the minutes as per 3.1.5 and put up a notice on the notice board</p> <p>NC also suggested he was working on an A3 newsletter that would be updated frequency to be determined.</p> <p>Issues raised and agreed to move on straight away from the committee where:</p> <ol style="list-style-type: none"> 2. Plot inspections 3. Pushing the green waste over the edge with a digger 4. A questionnaire to be emailed to all plot holders for feedback and ideas they would like to see on site
<p>3.1.6 NB checked that all officers were happy with there handovers they have received</p> <p>i.NC was happy but needed to just look at everything over time</p> <p>ii.SH was happy with the handover</p> <p>iii.I had not received a handover or the keys for his role as vice-chairman. NB said he would contact the previous vice-chair to get this arranged</p> <p>iv.</p>	<p>There was a shared opinion that all documents and financial documents should move to a digital format so it was easier to share them with the plot holders in the future.</p> <p>ME suggested once the handover was done that an inventory with 3 committee members would need to take place so we know what we have. He also said that the local counselor has also expressed interest in supporting the site.</p> <p>NB proposed that the reserve account be consolidated with the main account. Seconded by NC and agreed by the committee</p> <p>SH explained that she had an accountant that was willing to do the accounts.</p>

	<p>The other roles including site security, the leading venture groups, and the community were mentioned and would be discussed at the next committee meeting once feedback from plot holders had been given, to support the building of the roles.</p> <p>The shop and seeds were also mentioned to be bought back and an officer would need to be responsible for this with support</p>
<p>3.1.7 In reference to 1.7</p> <p>v.NB corpsonndace from the Allotment officer had been raised that if we wanted to stay self-managed at some point we would have to apply to do so, the committee discussed that from their knowledge most people on the site would prefer to stay self-managed, but further information on the other options open to the site needed more clarity.</p> <p>vi.Further Correspondance for the knotweed from a local resident, this had been dealt with and is an annual problem that accrues, discussions on looking at other options when it comes up again to try and combat it for a longer period of time.</p> <p>vii.Plot 41 or 40 correspondence were received that the tree is overhanging on a local resident and was becoming dangerous, NB had inspected it.</p> <p>viii.NB has said that NC has secured a quote to get the toilets cleaned by a professional company, due to the old person being unavailable to clean them for a long time. The cost is £72 in total and that would be them emptied and solution refilled, then NC said he would clean them out once they had been sorted.</p> <p>ix.</p>	<p>NB would email back for further information but the time frame would be March next year before we would have to apply. Clarification on policy and where the change from the council to take back self-managed sites needs investigation.</p> <p>NB suggested for safety reasons it is to be cut down and would obtain quotes for the work to be completed by a professional and this would be bought to the next committee meeting for approval as it was too dangerous for us to deal with ourselves.</p> <p>ME proposed that they are done as soon as possible just for the one of clean to get them in working order. Seconded by NB and passed by the committee</p> <p>NB suggested the committee then look at a long term solution for the future</p>
<p>3.1.8 In reference to 1.8</p> <p>x.NC suggested that he wanted to start a monthly newsletter and it would be good to organise a working party in the near future to clear the site and get it tidied as per what ME had mentioned in a previous chat</p> <p>xi.</p> <p>xii.</p> <p>xiii.SH asked if we were having any wood chip</p> <p>xiv.</p> <p>xv.</p> <p>xvi.</p> <p>xvii.NB suggested that we have the general meeting at the end of July to cover all areas needed that weren't covered in the AGM due to the exstradanery cercomstances</p>	<p>ME said yes in the past they were successful people did all different jobs from making a brew or clearing the site and it was a brilliant community effort.</p> <p>NB suggested to NC that two of the main things in the new letter is to ask for volunteers to come forward for the working party and the feedback and suggestion of plot holders</p> <p>NB said he would find out and also possibly to get compost</p> <p>There was a conversation about manure the committee would look into sourcing some also to be discussed in the next meeting.</p>

xviii.		
xix.		
4 ACTIONS ITEMS		
4.1 ACTION	B. RESPONSIBLE	C. DUE
Get any payments due paid and the signatures sorted on the main account as well as the close the spare account to consolidate the finances	SH	ASAP
Complaints to be dealt with by the sub-committee	ME, SM, NC	Mid-July
Site inspection	NB, MC	End of June
Communication of site inspection, feedback form, and newsletter	NC	ASAP
Toilets to be emptied and cleaned	NB, NC	06/04/2022
Quote for the removal of the tree on plot 40/41	NB	
5 NEXT MEETING		
Date: 10/07/2022	Time:3pm	Location:GSCA site
Objective(s):	<ol style="list-style-type: none"> 1. APOLOGIES AND ATTENDANCE 2. MINUTES FROM THE LAST MEETING 3. FEEDBACKACK ON FINANCES 4. FEEDBACKACK ON RESOLUTION OF COMPLAINTS 5. FEEDBACKACK SITE INSPECTION 6. OFFICER ROLLS 7. CORRESPONDENCE 8. AOB 9. DRAFT OF NEXT MEETING 10. DATE OF NEXT MEETING 	
6 GENERAL MEETING		
Date: 31/07/2022	Time:11am	Location: Venue TBC
Objective(s):	To be sent out to all plot holders prior to the meeting with the relevant reports and documentation	