

**MEETING MINUTES**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                           |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------|--------------|
| Organisation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | The Gresty Street Community Allotments Association |                                           |              |
| Date of Meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 13.11.2022                                         | Start time:                               | 12.00pm      |
| Location:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | GSA                                                | End time:                                 | 14.05        |
| Chair:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Nathan Cotton                                      | Minute taker:                             | Dianne Dixon |
| <b>MEETING OBJECTIVES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |                                           |              |
| <ol style="list-style-type: none"> <li>1. MINUTES SILENCE (ALL)</li> <li>2. APOLOGIES (DD)</li> <li>3. MINUTES OF THE LAST MEETING (NC)</li> <li>4. FINANCES (SH)</li> <li>5. WATER SWITCH OFF (ME)</li> <li>6. PLOTS WITH NOTICE (ALL)</li> <li>7. SITE DEVELOPMENT (ME)</li> <li>8. CHANGES OF THE OFFICIAL DOCUMENTS (ALL)</li> <li>9. CORRESPONDENCE (ALL)</li> <li>10. ALL DUTIES TO PREPARE FOR THE AGM AND ASSIGNING ROLES (ALL) 6 WEEKS IS 11/12/22<br/> PAYMENTS<br/> NOMINATIONS<br/> DOCUMENTS<br/> VOTING SYSTEM<br/> ONLINE ACCESS</li> <li>11. AOB</li> </ol> |                                                    |                                           |              |
| <b>1 ATTENDANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |                                           |              |
| <b>1.1 PRESENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | <b>1.2 APOLOGIES</b>                      |              |
| N.Cotton(NC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    | Pat Woodward apologies will a little late |              |
| M.Eyre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |                                           |              |
| S.Hill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    | Dave Barnett - non-attender -             |              |
| D.Dixon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |                                           |              |
| M.Cotton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                                           |              |
| S.lovatt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                                           |              |
| P.Woodward                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |                                           |              |
| D Barnett<br>Sherren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |                                           |              |
| <b>2 AGENDA, DECISIONS, ISSUES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |                                           |              |
| TOPIC / DISCUSSION NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                                           |              |

**Minutes Silence:**

One Minute Silence was agreed upon with all Committee Members to honour Remembrance Day

**Minutes of the Last Meeting:**

Minutes of the Meeting October 16th 2022  
Proposed as true and correct - SL; Seconded by DD

**Finances:**

Finances

No problem booking village hall for AGM - 22.1.2022 10.00 am for meeting at 10.30 am

Information sheets

Auditing of accounts by Steve will be done in the next couple of weeks

Receipts missing 2017 - Covid

SH to do a summary of finances for the AGM from previous years

Accounts January to January - Accounts prepared by the end of December

Incoming £40 for November 2022

Outgoings - damage caused to the digger £1050.00

**Water Switch Off:**

The Committee agreed that if the temperature drops someone from the Committee could turn the water off if the temperature drops to 1 degree,

Propose temp drops to 1-degree water to be turned off: NC proposed; PW seconded. All Committee members in favour

**Plots with Notice:**

Sub Committees by people who are not neighbouring with plots - totally independent?

? Abstain - rather than sub-committee

Plot 69 - NC happy for Matt to stay - involvement with Steve questioned by NC; just a mate

No advancement on clearing the plots - 6 weeks; by 6th December; then send reminder letter

Ann - no progress on her plot; Final email tenancy terminated; one week to appeal? Not agreed for one week appeal; Ann has stated that she believes the environmental issue is fundamental; M.E. stated Ann appears to have gone back on the original Tenant agreement she signed; Ann is questioning the Tenancy Agreement. NC emailed Ann; the Notification still stands

To relook at opening up the nature area of the allotments

Tony - Signed the agreement to terminate his allotment; The Committee is still awaiting the key to be returned

Oliver - asbestos on the shed, Oliver has been complaining about this; overgrowth on the allotment needs sorting; had the greenhouse fixed; derelict plot; Oliver hasn't done anything in the six weeks. Encroaching on other allotments; Damage to other persons' shed and greenhouse; Reminder required; Dave has decided he no longer wants to be President; due to time issues;

No meeting now till one week prior to AGM - 16.1.2023

### **Site Development**

M.E Thanked everybody who turned out for the work party day - 6th November 2022

The Committee now needs to move forward, with another area to develop

Weed killer for the main entrance off Gresty Street - M.E to arrange. M.E. stated that Mike has a license and will also need the correct clothing and equipment to use whilst using the weed killer. One hour after spraying areas that have been cleared, no animals are allowed on site. Notice will be needed.

The hedges at the main entrance, off gresty street, Shereen has now cleared the brambles. M.C. to obtain a chain saw to be able to cut the hedge down to a more appropriate level, to allow for easy maintenance in the future.

It was suggested that on the next work party day, 11th November 2022, Mince Pie and Punch be offered to all on-site. A Christmas Celebration. Proposed by M.E. and Seconded by N.C

M.E contacted Anthony Meredith, who works for Stoke on Trent City Council. M.E stated that Anthony Meredith had proved to be difficult at times to deal with, and could be rather abrupt. This time of contact appeared more amenable. Anthony Meredith explained the difficulties he has with the general public on allotment sites elsewhere, being abusive, and not paying the rent. Documentations are to be emailed out.

Maintaining a site -discussion about effective management, working party, inactive plots, disputes and solving these.

All paperwork will need to be updated and documentation requirements addressed  
Digger price for the next area to be developed - £495 per day - to re-develop the bottom end of the allotments, to create parking spaces for the allotments at the bottom end and three mini-plots. S.L. amendment - sort the fence

N.C. - whether this could be done this side of Christmas and whether to do the project in one go or split over two days. The cost for two days is £900. N.C. proposed

Discussion took place and it was agreed by the Committee, that it would be best to get the work done as soon as possible over two consecutive days.

All Committee members agreed the best course of action would be to complete the project all together over two days

## **Correspondence**

Give N.C. a reminder on the plots

M.E. received an email listing all the Documentation that need to be completed. A lot of work to be done to comply with Council

N.C - to complete Equal Opportunitites and Grievance and Dispute Resolutions + Lettings Documents

M.C - To complete Data Protection Document

M.E to get three quotes for a digger; One from the Council and two independent quotes for the development of the bottom of the allotment;

All information packs to be made up for the AGM; including all new documentation

Arrangements for the AGM were discussed and agreed

If anybody is unable to come to the AGM meeting, then a one-one appointment can be arranged for payment of rent. Rent is to be paid and all new documentation is to be signed by 29.1.2023

Chair report and Financial Report to be completed by 30.11.2022

**All Duties to prepare for the AGM and Assigning Roles (All)**

**Payments:**

**Committee agreed to take as many payments as possible at the AGM Meeting - 22.1.2023. Two tables will be set up:**

**One for Contract and Policy signing**

**One for Payments and receipts**

**Nominations:**

**Two posts not up for nomination this year, not until 2024 - Chairperson and Secretary. All other positions available will be advertised on 11.12.2022. Nominations are to be in by 16.1.2023**

**Documents:**

**All Documents are to be reviewed over the next six months. With a focus on Constitution; Grievance and Complaints; Equal Opportunities; Data Protection; Tenancy. This needs to be completed by 11.12.2022**

**On-Line Access:**

**Looking at ways and means to broadcast the meeting for those unable to attend. This is the agreed procedure for the 2023 AGM**

**Proposed - NC; Second - ME**

**All Committee members voted in favour**

**AOB:**

**SL - Thanked Committee for allowing the tree to be taken down. Health and Safety much better**

**SH - Thanked MC for putting up the signs on the gates**

**SSH - was asked if she had any observations she wished to inform the Committee of - No**

**Meeting ended at 14.05**

| 3 ACTIONS ITEMS        |                                                                        |                                           |                         |
|------------------------|------------------------------------------------------------------------|-------------------------------------------|-------------------------|
| 3.1                    | ACTION                                                                 | RES<br>PON<br>SIBL<br>E                   | DUE<br>DATE             |
|                        | Arrangement of Contractors                                             | NC                                        | one month -<br>11.12.22 |
|                        | Health and Safety                                                      | SH & ME                                   | three months            |
|                        | National Allotment Data Base                                           | ME                                        | three months            |
|                        | Rental Agreements incoming & outgoing to the Stoke on Trent Council    | DD                                        | three months            |
|                        | Head of Terms                                                          | SH                                        | three months            |
|                        | Maintenance Plan                                                       | MC & NC                                   | three months            |
|                        | Weed Killer; Protective Clothing, Gloves and weed suppressing membrane | ME                                        | three months            |
|                        | <b>Risk Assessments</b>                                                | NC                                        | three months            |
|                        | Lone Worker                                                            | NC                                        |                         |
|                        | Working Parties Site Events - Low-Risk                                 | NC                                        |                         |
|                        | Site Visits                                                            |                                           |                         |
|                        | Site                                                                   |                                           |                         |
|                        | All other Additional Activities                                        |                                           |                         |
|                        | <b>Management Documetations</b>                                        | SH                                        | three months            |
|                        | Proof of Insurance                                                     |                                           |                         |
|                        | Business Plan                                                          | All                                       |                         |
|                        | Bank Account Details                                                   | SH                                        |                         |
|                        |                                                                        |                                           |                         |
| 4 NEXT MEETING         |                                                                        |                                           |                         |
| <b>Date:</b> 16.1.2023 | <b>Time:</b> 12.00 noon                                                | <b>Location:</b> Gresty Street Allotments |                         |
| <b>Objective(s):</b>   | Preparations for the AGM - 22.1.2023                                   |                                           |                         |