

MEETING MINUTES

Organisation:	The Gresty Street Community Allotments Association		
Date of Meeting:	12th February	Start time:	11.30am
Location:	GSA	End time:	13.30pm
Chair:	Nathan Cotton	Minute taker:	Dianne Dixon
MEETING OBJECTIVES			
<ol style="list-style-type: none"> 1. Apologies (DD) 2. Minutes of the Last Meeting (NC) 3 Appointing the President (NC) 4 Plots & Delegation (NC) 5 Finance (SH) 6 Role Allocation (NC) 7. Priorities for 2023 (NC) 8. AOB 			
1 ATTENDANCE			
PRESENT		APOLOGIES	
Nathan Cotton (NC)			
Mark Cotton (MC)		None	
Dianne Dixon (DD)			
Sarah Hill (SH)			
Malcolm Eyre (ME)			
Theresa Hudson (TH)			
Roy Hudson (RH)			
Sharon Gibson Jones (SGJ)			
Peter Jones (PJ)			
Cath Dixon (CD)			
Howard Dixon (HD)			
Pat Woodward (PW)			
Priorities for 2023 - (NC)		Biodiversity and Sustainability (CD)	

Shop & Stock - online payment options	Badger and Green Waste
Community Area	Introducing new ideas to support
Site Maintenance (ME)	Sustainability on tenant plots
Toilet Cleaning and future plans	Plans to re-open the Nature Reserve
Weed Control and access area	
Improving Security on site (ME)	
Fencing	
Work Parties	
2 AGENDA, DECISIONS, ISSUES	
TOPIC/ DISCUSSION NOTES	
<p>NC - Welcome. This is the first meeting of 2023. No Apologies;</p> <p>NC read through the Agenda for the meeting. 13th January 2023. True and accurate account? Proposed NC Seconded DD Majority gained.</p> <p>NC then welcomed PJ, who had been asked to become the President of Gresty Street Allotments. Proposed NC Seconded - all committee members raised their arms, so the majority gained.</p> <p>SH - SR to complete the Auditing of Accounts for the next coming year</p> <p>NC - It was agreed that the water to be turned off if the temperature went below 1 degree</p>	
Plots & Delegation	
<p>NC - Plots - non-available at present but will have five empty by 28.2.2023. Exhausted the Council list; AM to send out letters, he is happy to help. AM has been watching the site and is very pleased with how we run Gresty Street. There are two complaints we are dealing with at the minute. AM is not getting involved; AM goes to his boss with any complaint, and then it comes back to AM. AM is happy with our complaints process.</p> <p>Plot 37 & 38 has had a final, final email. Blocking off the site now is the only thing to do, as it is not safe. AC still coming onto the plots, growing grass. Not doing anything voluntarily, is her job. We will fix the greenhouse, and sell it, and AC can have the money.</p> <p>OB plot 3, is done and dusted. Will still becoming down, see how it goes. DM giving up one plot by 28th Feb, and this will be split into two smaller plots.</p> <p>The council have been providing us with names, we get in touch, and show the people plot's, we have the right to refuse. If we aren't provided with names, then we will find our own tenants. Plot delegation.</p> <p>Shop - good vibes at the weekend</p> <p>SH - Top plot - let EB have it? He will clear it, and then when people who walk past can see down the allotment, instead of the mess of the top plot.</p> <p>MC - Don't agree with double plots, give the opportunity to other people first.</p> <p>ME - Good having new people on site. Gives existing plot holders incentive to do work on their own allotment</p> <p>NC - Vote on EB having the top plot - For 6; against 4; Could do three monthly inspections Next focus is on the work party - 4th March 2023; To, if possible to move the Community Shed How do you feel about having a polytunnel, for the community to use? The community can use, and grow their own stuff, outreach to the Community-Charlotte idea. A vote was taken and it was decided that not ready for this yet</p> <p>Need to thank NB & SB for everything they have done. Need to get the something and present it to both of them. Thank You in the Minutes</p> <p>Projects - NC & MC to sit under this</p>	
Finances	

SH - Gave an account of the finances for this year. Explained what was in both the Current and Savings accounts. What money had been received and what money that had been paid out. At present, the balance looks healthy, but there is always a lot of expenditure at the beginning of the year. The compost that had been brought has paid for itself with a small profit as well.

Role and Allocation - please see actions below

Shop Stock & Online Payment Options

NC - Read out a list of stock that is available at the moment and the selling price for each item. Still to be delivered are forks, gloves and shears. Has everybody seen the catalogue? Proposed NC Seconded by all Committee, Majority achieved.

The discussion then turned to online payment: PayPal was discussed but felt this was too expensive, as we have no charity status. Sum Up - website - surcharge 2.5%; 50p on an order of £50. Need to look at what is best for plot holders; Online orders, can use a card machine, which costs £40. Could order online - collect from the shop - pay cash, could be another option. Could look at doing both, both are good ideas. Benefit, money goes straight into the bank account, which would also be of benefit when it comes to paying the rent for the plots.

PJ - asked if could buy in bulk from the supplier. Take the service charge, and sell for cash via the shop. Pay cash, and have a paper trail with the receipt book.

NC - Other allotments pay cash. receipt book, but a lot of people want another way to pay. Online is the way to go. Order online by email, and take cash. See how we go, then put infrastructure and use a card. Re-Look next meeting. Proposed NC, Seconded CD, Majority in favour.

Could donate any plants to the shop and sell on. No compost, to order more, but the price will be £6 50kilo bag, Nobody complaining about this price.

Small stock will be kept in the shop. The bulk will be in the container. Propose NC Seconded DD, Majority achieved

Community Area

NC - Clear this area, Move the shed. Architect - have so many stages' stage 0 in place to get funding. Stage 1 full build, eco build. All information by the end of the month. Hopefully, the architect will be at the next meeting - on 5.3.23. Containers - becoming more expensive and are in short supply.

ME - Still a leak on the shed. The container and the roof is peeling and leaking. The floor is also disintegrating. Need for more parking space. What about the triangle land?

CD - concerns as the triangle is part of the badger run. Need sensitivity towards the badger and foxes run. Once the shed is moved, there are more parking spaces.

Site Maintenance and Security

ME - Discussed the changing of the locks, to the three entrances - Top, Side and Main. New locks and keys need, as keys have been given out, but not returned and people who no longer belong to the site, have been coming onto the allotments. Need to know who has got the keys. Need to secure the site. Propose ME to replace the three locks plus 100 keys. Two quotes were obtained. Need to secure the site as a matter of priority.

SH - need to charge £20 per key, for new plot holders coming on site. Feel people will be ok with this.

NC - our system is dated anyway. Need to be careful, as welding straight to the lock, voids the insurance. Numerical lock, change code regularly.

SH - could security mark each individual key

NC - Cost to us - 100 keys - 56 members £20 per key, ?can have two. Week availability, offering this and this - collect keys. Fresh start. New Committee

SH - To speak to plot holders.

ME - All old locks and keys back, could be a source of income

NC - These new locks need to be put in place as soon as possible. Loads of concerns

Skips to be delivered, the first weekend in March. Metal skip, green waste skip; To be placed on the concrete. - make sure this happens for safety.

ME & MC - Set of keys to the interior container - change locks; Set of keys to exterior lock £25 to replace. The sliding door lock is compromised. Exterior keys to be replaced a.s.a.p.

Toilet Cleaning and Future Plans

NC - The toilets are planned to be cleaned on 20.2.2023; I would normally jet wash the toilets as well. Aren't cheap to get cleaned and they are cleaned every 6 weeks.

ME - Can we make sure that people aren't leaving pants down the toilets; Avoid recurrence? Need a long-term solution, more sustainable solution. Composting toilet - waste products once composted can be used in the gardens and the water can be used, once gone through the system. Cut down on cost.

NC - We need to have proper toilets on site. We have got access to the drains. We have the toilets as well and need to look into this.

Weed Control for access area

NC - Weed Killer is on order and the black covering - could sell the black covering in the shop.

ME - Haven't been able to sort the person who has the license - haven't been able to match up as yet - will have it sorted

Fencing

ME - Fencing needs sorting; Need all fencing replaced; Long-term project. Start at the bottom end first.

NC - Fencing needs to be taken down - RH asked to source quotes

Work Parties

NC - Next work party will take place on 4.3.23. Need to ask if anybody can spare an hour to help clear the area. Keep rent down if everybody participates

Biodiversity and Sustainability

CD - Badger, may have more than one. The Badger Association want to have another look at the sect. Maintenance at the bottom, put on hold. Green waste site has a V shape; Bottom track - hole near where the pigeon people are. Badger Association to advise can/can't do.

No digger near the badger sect - 30m away from where the badger is.

Avoid scrub clearance, clearing runs area where they go. Not everything there needs to go into the big hole.

Hot Composters - weed stuff - kills weeds certain temperature. £800 large hot composter.

Fence this area off, no more duping

NC - Need biodiverse plan

Key area - Red - no go; Amber - caution; Green ok to go.

Protect, get that, but needs to be practical as well.

Encourage small contained fires - if can burn, then burn

Communal Compost

? Funding for Hot Composter

Stop using green waste area

Order Green waste and metal skip

CD - Where the badger is - no diggers allowed

Pull larger branches out; Be more careful what is put down the hole; Become wild life friendly

SH - It looks very oppressive from the bungalow garden

NC - Manual movement; Careful who does it - same people; designated area

Old skip - buy one Branches chipping

On every Comms its put out - green waste only

Needs managing again; Need to adhere to rules and regulations

SH & CD are meeting at Heron Cross allotments; see how what they are doing

CD - Hot Composter from the council; offer at the minute £89 instead of £140. Ive got one.

NC - Need to put all our ideas together

Look at Hot Composter for allotment site; Buy Second Hand Skip; Have a chipper - guy comes on site - chipping

Educate and Provide

Leave plans for nature reserve till next meeting

CD - Stop using chemicals; Find another way - less toxic

Need more polynators; need nettles, brambles; grow more weeds; mini meadows; leave some pests; pond; ornamental flowers; do no digging - cardboard compost grow

NC - Need a comms - hedge cutting - recommend no hedge cutting between 1st Match - 1st September; bird nests.

RHS - recommend - very careful; check no nesting birds - carefully cut hedge; if evidence of netting birds - stop

Need to change the Teneancy Agreement

Small contained fires - through the Summer - ?burn after 5pm - need to stay whilst burning; People living local may not like a fire at this time in the Summer, as they may be sitting in their garden.

1st March - 1st November - do not burn; November - March - can burn; but no law to state

Need a Biodiversity \Sustainability Day - Part Cmmunity Day

SH - Green Fair - end September; discuss the Badger; Bees Bee Keeper; Nature Area is a mess

NC - Next Committee Meeting - 5th March 2023; Charlotte will be attending and can discuss funding to support with more biodiversity ideas

AOB

SH - to meet with other allotments;

Easter Egg Hunt on site

Open Day first - then decide

NC - Easter Egg Hunt - would be open most of the day; Committee to take children around the trail; Look at the Risk Assessment

If the open day goes well; then lookmat doing something for Halloween or Christmas

Meeting ended 13.30

Next Committee Meeting - 5th March 2023 at 12 noon

3 ACTIONS ITEMS

3.1 ACTION		RESPONSIBLE	DUE DATE
Responsible:	Action:	Completed by:	
Cath	Look into sustainable products to use on-site for weed kill	05/03/2023	
	Look at a plan to introduce more biodiversity on each plot	05/03/2023	
	Work towards beekeeping on site	05/03/2023	

4	Mark	Order and replace the outside lock on the container	05/03/2023	
		Block off plots 37 and 38 until we plan to clear	05/03/2023	
Malcolm		Order the weed killer and black sheeting	05/03/2023	
		Start the weed control on site	05/03/2023	
Howard		Work with Malcolm on the site maintenance	05/03/2023	
Sarah		Add Dianne as a signatory	05/03/2023	
		Look at the trustee situation to have the 3 rd member	05/03/2023	
		Order the toilet cleaning	ASAP	
		Order more compost	ASAP	
Dianne		Complete the minutes for the AGM, and committee meeting	AGM competed	
		Add the current Minutes from the last meeting and council meeting to the website		
		Produce two mailing lists one for all info and one for important		

	Complete the membership list up to date	Completed	
	Populate the diversity information from the registration forms	Started	
Roy	Start to work on the quotes for the site fencing	05/03/2023	
Theresa	Start the agenda for the community open day Ideas Ect	05/03/2023	
Pat	Sort out the seed secretary online account with the National allotment association	01/09/2023	
	Prepare the shop ready for opening	04/03/2023	
Nath	Complete the shop catalogue and coms	19/02/2023	
	Continue with the sensory garden project	05/03/2023	
	Find out about the funding course	05/03/2023	
	Support with the shop opening	04/03/2023	

	Newsletter and feedback form	01/04/2023	
	Fill the plots vacant from the 1 st of March	01/03/2023	
	Complete the site Risk Assessment	ASAP	