



Draft Minutes
ANNUAL GENERAL MEETING
SATURDAY 17 NOVEMBER 2018
Kingsley Centre
10:00 AM

Present

Peter Dennison (Chairman)
James Palmer (Treasurer)
Chris Rigden (Secretary)
Robert Pearson
Dave Eustice
Maria Youngs
Bob Clayton
Chris Youngs

Apologies

Jos and Simon Munt
Sandy Parrot

1. Chairman open meeting

The chairman opened the meeting and welcomed everyone present. He pointed out the locations of the fire exits.

2. Sign minutes of the 2017 AGM

It was proposed that the minutes of the 2017 AGM should be accepted.

Proposed: James Palmer

Seconded: Rob Pearson

All present agreed

The Chairman signed the minutes

3. Review actions from last AGM

All actions from the 2017 AGM were complete except for the action on the Secretary to produce a newsletter after the February 2018 meeting.

In matters arising the secretary confirmed that Charlie Deacon had told him that he no longer held PLI insurance.

4. Chairman's Report

The Chairman presented his report and a copy is attached to these minutes.

The report stated that the latest site plan showing names of plot holders will be disseminated with the Minutes of the AGM. After discussion it was agreed that the Secretary would disseminate this after the February Committee meeting when it

would be known if any current plot holders had given up their plots.

5. Treasurer's Report

The Treasurer presented his report. The key item of discussion from the report was the low level of the reserves resulting from the high expenditure during 2018 on mole clearance and the potentially high water bill.

Some other general discussion followed and this is reported under item 8 below when fees for plots for 2019 were discussed.

The Treasurer will send a copy of report to the secretary to attached to these minutes.

6. Election of Committee members

There being no new nominations for the Committee, it was proposed that all current Committee members should be re-elected for next year's committee. Also it was proposed that Sandy Parrott should be re-elected to the committee.

Proposed: Chris Youngs

Seconded: David Eustice

All present agreed

The Committee members for 2019 will be:-

Peter Dennison

James Palmer

David Eustice

Rob Pearson

Sandy Parrott

Maria Youngs

Chris Rigden

7. Election of Chairman, Secretary and Treasurer for 2019

There was only one volunteer for each of these posts.

Chris Rigden pointed out that he was prepared to be secretary for a further year but he was conscious that he was the only member of the Association who knew all the details of the procedures used in this role. Hence in the interests of continuity the Committee agreed that it be prudent to begin to handover this task during the year to a potential new secretary.

Hence for 2019 the Honorary posts will be filled b:-

Chairman - Peter Dennison

Treasurer - James Palmer

Secretary - Chris Rigden

8. Fees for 2019 plot

In his report the treasurer had proposed the fee for a full plot for 2019 needs to be £40.

Assuming all plots were let, this would produce a balance of about £230 after all the standard yearly costs were paid. This would have to cover any work to deter moles and rabbits, the bird scarer and replacement fence post. This would result in very little funding to restore the end of year reserve.

After a long discussion it was agreed:-

- The target end of year reserve should be about £800. This year the reserve is some £300 short of this.
- The amount spent on deterring moles next year should be capped at £150. Some of this funding will be spent on mole deterrent devices costing about £30 each.
- A Grant will be sought to help pay for the replacement fence posts.

Considering all of this, it was proposed that the plot fee for 2019 should be increased to £45 for a full plot and £22.50 for a half plot.

Proposed: James Palmer

Seconded: Chris Rigden

All agreed.

The Treasurer will send a letter explaining why this increase is necessary with a copy of the Treasurers report to this meeting, to all plot holders when he sends out the requests for payment of fees.

The secretary will send the latest contact details for all plot holders to the Treasurer to use when sending out the rent letters.

9. Open discussion (eg improvements, concerns or ideas, that you might have for the allotment plots)

A number of ideas were suggested by members present at the meeting and actions were agreed where necessary.

Toilets – Bob Clayton asked if there had been any consideration of providing toilets on the allotment site. After considerable discussion it was decided that the Allotment Association Committee would not take on the responsibility of providing or maintaining (eg emptying and cleaning) toilets on site. However, if a group of plot holders wish to group together to organise and pay for their own facilities then the Committee would consider such a request.

The Committee will canvas views of all plot holders to see if they would be interested in participating in such a group.

Tidy-up days – Chris Youngs asked if the tidy-up days should be made more effective? He suggested that perhaps there should be only, say, two formal tidy-up days each year when something significant needs to be done on site and they could be combined with a social event. This was considered to be a good idea.

The Committee will identify the work to be carried on these tidy-up days and the secretary would send out notices to all plot holders with a couple of weeks or so notice.

Accident Book – It was reported that a member had fallen over on the main footpath on the site. After discussion, it was decided that any accidents should be recorded and the Secretary would put some reporting forms in the notice board to be used if people want to report an accident. The Committee will then consider these reports and see what action is needed.

Risk assessment – The question was asked should a risk assessment be carried out for the allotment site to complement the general risk assessment prepared by the Parish Council?

The secretary will write to the Parish Council asking if such an assessment is needed.

Notice board – Maria Youngs said the noticeboard had been repaired and put back up. The meeting expressed their gratitude to her and Chris for organising this repair.

Levelling pathways – A complaint had been received about the uneven state of the central pathway on the site. Ruts have been caused by cars and tractors driving up the path when the ground is wet to deliver material etc to various plots.

This was discussed and the view was formed that vehicles and trailers should only enter the site via the wide vehicle gate and drive up the right hand side of the site to plots. For plots on the left hand side, the vehicles can park on the central common area and materials moved to plots in wheelbarrows.

If it is not physically possible for a plot holder to use a wheelbarrow or carry material to their plot, then the central path may be used for vehicles but only with the express prior permission of the Committee.

The Secretary will put up a notice on the central gate to notify plot holders of this requirement.

Water during winter months – Charlie Deakin asked (prior to meeting) if the water to the site could be turned on for a short period during the winter months to allow him to fill up his water butts. It was agreed that this could be done if he makes arrangements with James Palmer when this was needed. James would then turn on the water for an hour or so and would also let other plot holders know when this was going to be done so they fill up their water butts as well.

Treatment of Moles - as reported above expenditure on this will be capped at £150 for next year and initially sonic deterrent devices will be used on a trial basis.

Replacement fence poles – As reported above it will be necessary to seek a grant from external funding bodies to replace failing fence posts. This means that three quotations for the work will have to be obtained to meet requirements of any funding body.

The Secretary will obtain rough estimates for the work that needs to be done (including seeking advice on using concrete spurs at ground level to support failing poles).

Once this estimate is known the Committee will investigate sources of funding (for the amount needed) and obtain three firm quotes for the work so the best value for money can be chosen.

Vacant plots – The secretary will advertise any vacant plots early in the new-year in King's World and emails to Association members.

Request to move plots – The secretary will write to Charlie Deakin with the Committee's offer to him to allow him to change the plots on the site.

Newsletter – The Secretary will send out a newsletter to all Association members in the new year to highlight the decisions made at this AGM and other matters that the Committee wishes to draw attention to (eg. not using free standing sprinklers, keeping dogs under control on site)

Grass Cutting - The meeting asked the Secretary to thank Malcolm Rust on behalf of the Association for cutting the paths on site during 2018 and to ask him if he will be able to continue doing this for 2019.

10. Date of next meeting

The secretary will arrange the next meeting of the Committee to be held in mid February.

Summary of Actions from the 2018 AGM

Number	Action
1	Committee to canvas plot holders to see who is interested having toilets on site and help look after them
2	Committee to identify work to be carried on tidy-up days
3	Secretary to send out tidy-up details to all plot holders
4	Secretary to put accident reporting forms in the notice board
5	Secretary to write to the Parish Council asking if risk assessment is needed.
6	Secretary to put up notice on the central gate concerning driving motor vehicles on site
7	Secretary to obtain a rough estimates for replacement of fence poles
8	Committee to investigate sources of funding for replacing fence poles
9	Secretary to advertise vacant plots early in the new-year
10	Secretary to write to Charlie Deakin about changing his plots
11	Secretary to send newsletter in the new year
12	Secretary to thank Malcolm Rust for cutting the paths and to ask him if he will be able to continue doing this for 2019

Kingsley Allotment Association
AGM - 17 November 2018
Annual Report

Kingsley Allotments in 2018

The last AGM was held on 18 November 2017.

It has been a varied year with the weather being the key factor affecting our crops and general maintenance. The late wintry weather in the Spring, followed by an exceptionally hot summer have both had a bearing. The notable effects being a high use of water, but a good year for fruit, in particular.

The locks on the 2 gates were tampered with, so that they had to be replaced. The appropriate lessons have been learnt and the Committee purchased a more robust lock and chain for the side-gate and will repeat the action when the change for the main-gate is necessary.

The rabbits have not been an issue this year, unlike the moles, which have been a cause of concern to some of the plot-holders. This necessitated a major effort in time and cost to deal with their hills and runs.

The 2 kites appear to have been reasonable deterrents to the birds eating crops.

Once again, thanks are due to Malcolm Rust who has mowed the grass regularly and kept the site tidy. Thanks are also due to Sandy Parrott for her support and contribution to the Committee. In September, Maria Youngs replaced Sandy Parrott on the Committee.

Changes to plot holders

All plots were taken during 2018.

There are 3 people currently on the waiting list. One application is from a new person (for a half plot) and two are from current plot holders who have expressed an interest in taking on a further plot (one a half plot - the other a full plot)

Two people have said they will be giving up their plot in 2019. These are the full plots 2 and 13.

The latest diagram with the names of plot holders with the corresponding plots will be disseminated with the Minutes of the AGM.

Our Constitution

No amendments have been proposed for the Constitution.

The Committee Members for 2018 were:

Peter Dennison (Chairman)

James Palmer (Treasurer)

Chris Rigden (Secretary)

Sandy Parrott (replaced by Maria Youngs in September)

Robert Pearson

Dave Eustice

Maria Youngs

Kingsley Allotment Association

2017-2018 AGM Treasurers report

Prepared by: James Palmer

Date: 17 November 2018

This year we significantly dipped into the reserves due to the mole infestation drawing £769.73. Had we not had to deal with this problem the finances would have been broadly balanced.

Income this year was £720.77, with outgoings of £1,490.50. The significant outgoings were moles £772.50, rent £350, water £111.06 and site maintenance at £256.94. A full breakdown is available on request. We end the year with total funds £501.82 made up of cash £43.71, Current 7.23, Savings £450.88.

Given the lower state of the reserve and also the potential for rent increases, a large water bill and potential outlay for additional site maintenance, regrettably, I will be proposing the reduced rents of previous years be abandoned and rents be increased by £8 making a next year's rents £40 for a full plot and £20 for a half plot.

I hope everyone had a good year and I would like to thank my fellow committee members for all of their hard work and support.

Thank you

Update following the AGM

In the AGM various spending discussions took place along with a discussion around the level the reserve should ideally be, as a result of these I revised my recommendation for next year's rent to £45.00 for a full plot