



Minutes
ANNUAL GENERAL MEETING
SATURDAY 23 NOVEMBER 2019
Kingsley Centre
10:00 AM

Present

Peter Dennison (Chairman)
James Palmer (Treasurer)
Chris Rigden (Secretary)
Dave Eustice
Maria Youngs
Peter Farrin
Mrs Farrin

Apologies

Sandy Parrot
Bob Clayton

1. Chairman open meeting

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

2. Minutes of the 2018 AGM

These were agreed at Committee meeting on 13 Feb 2019

3. Review actions from last AGM

The actions from the last AGM were reviewed and the status of each is shown at Appendix 1 to these minutes.

It was agreed that the action number 4 would be closed by the Secretary posting a notice on the notice board about how members can get a copy of an Incident Report form if needed.

4. Chairman's Report

The Chairman presented his report, copied at Appendix 2 to these minutes.

5. Treasurer's Report

The Treasurer presented his report. It was reported that there was a moderate improvement in the financial position as the high expenditure on mole control in the previous year had not been necessary this year.

The Treasurer will send a copy of report to be included at Appendix 3 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.

Proposed: Peter Farrin

Seconded: Mrs Farrin

All present agreed

The Committee members for 2020 will be:-

Peter Dennison

James Palmer

David Eustice

Rob Pearson

Sandy Parrott

Maria Youngs

Chris Rigden

7. Election of Chairman, Secretary and Treasurer for 2020

There were no new volunteers for these posts.

It was proposed the Honorary posts will be filled by:-

Chairman - Peter Dennison

Treasurer - James Palmer

Secretary - Chris Rigden

Proposed: David Eustice

Seconded: Maria Youngs

All Agreed.

8. Fees for 2020 plot

Following a short discussion it was proposed that the fee for a full plot for 2020 should be kept at the same level as for 2019. This would mean that the fees would be £45 for a full plot and £22.50 for a half plot.

Proposed: James Palmer

Seconded: Maria Youngs

All agreed.

The Treasurer will send the notification of the fees to be paid to all plot holders.

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

9. Update Policies and Procedures

Revised policies and procedures were sent out with the calling notice for this meeting.

The main changes proposed are to Para 2 (driving motor vehicles onto the allotment site), Para 15 (prohibiting poisoning of rabbits and birds), Para 16 (local area served by allotment site), Para 17 (waiting list priorities) and Para 18 (GDRP)

The proposed changes were discussed at the meeting and agreed

Proposed: Chris Rigden

Seconded: James Palmer

All agreed.

The agreed policies are placed at Appendix 4 to these minutes.

10. 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.

Tidy-up days – It was suggested that these should be re-branded as primarily Social Events with some general site work being done.

The Committee will identify days for these events (considering whether a Sunday would be a more convenient day) and the work to be carried. The secretary would then send out notices to all plot holders with a couple of weeks or so notice.

Levelling pathways – It was agreed that the earth from mole hills on the main path should be used to fill in adjacent ruts and dips.

Tin Foil – The committee will consider the suggestion that a 'tin foil' collection bin could be placed near the notice board, for plot holders to use. A local church will collect the foil to be used for charity purposes.

Guinea Pig compost – An offer has been made to supply Guinea Pig compost to the site on a weekly basis for plot holders to use. No plot holders have expressed any interest in this and so the Secretary will write to decline the offer.

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.

11. Date of next meeting

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

Summary of Actions from Meeting on 23 November 2019

Number	Action
1	Treasurer to send a copy of his report to the Secretary to be included these minutes
2	Secretary to send the latest contact details for all plot holders to the Treasurer to use when sending out the rent letters
3	Treasurer to send the notification of the fees to be paid to all plot holders
4	Committee to identify days for Social events (considering whether Sundays would be more convenient day) and the work to be carried
5	Committee to consider whether a 'tin foil' collection bin could be placed near the notice board, for charity use
6	Secretary will write to decline the offer of Guinea Pig compost.
7	Secretary to thank Malcolm Rust for cutting the paths and to ask him if he will be able to continue doing this for 2020
8	Secretary to send newsletter in the new year
9	Secretary to arrange the next meeting of the Committee to be held in mid February

Appendix 1 – Status of Actions from the 2018 AGM

No.	Action	Status
1	Committee to canvas plot holders to see who is interested having toilets on site and help look after them	Complete. Section in 2019 Newsletter. Emailed to all members on 9 March 2019 and posted on website
2	Committee to identify work to be carried on tidy-up days	Complete. Work identified at site meeting on 28 April 2019
3	Secretary to send out tidy-up details to all plot holders	Complete. Email to all members on 1 June.
4	Secretary to put accident reporting forms in the notice board	Part complete. Incident reporting form agreed at committee meeting 13 Feb 2019 and copy sent to all members by email on 9 March. Copies still to be placed on Notice Board and website.
5	Secretary to write to the Parish Council asking if risk assessment is needed.	Complete: Email sent Parish Council on 17 Nov 2018. Council replied that risk assessment was needed. A completed assessment was agreed at committee meeting on 13 Feb 2019 and sent to the Parish Council on 26 March 2019
6	Secretary to put up notice on the central gate concerning driving motor vehicles on site	Complete: Notice sent by email to all members on 5 May 2019 and posted on notice board near central gate
7	Secretary to obtain a rough estimates for replacement of fence poles	Complete.
8	Committee to investigate sources of funding for replacing fence poles	Complete. Funding obtained from District Councillor and Parish Council. Work complete
9	Secretary to advertise vacant plots early in the new-year	Complete. All plots lets for all year
10	Secretary to write to Charlie Deakin about changing his plots	Complete.
11	Secretary to send newsletter in the new year	Complete. Emailed to all members on 9 March 2019 and posted on website
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	Complete. Email sent 28 Dec 2018

Appendix 2 – Chairman’s Report, November 2019

Kingsley Allotments in 2019

The last AGM was held on 17 November 2018.

It has been a fairly productive year for most plot holders, but there were some rather dry spells of weather that affected some plants.

Unlike last year, moles have not been an issue during 2019. Fortunately, we have not had to call in the services of the mole catcher.

However, rabbits and birds have been more of a problem than usual. This may be because we had only one bird kite flying for part of the year as a deterrent, rather than the two we used in previous years.

This year we obtained grants from EHDC and the Parish Council to buy and install some extra posts needed to support the deer-proof fencing around the site.

Planned site events to install new posts for the wind proof fencing were rained off on two occasions. This will be done next year.

Once again, thanks are due to Malcolm Rust, who has mowed the grass regularly and kept the site tidy. Thanks are also due to the Committee members.

Changes to plot holders

All plots were taken during 2019.

Three people have given up their plot in 2019. These were tenants of plots 3, 15A and 21. Plots 3 and 21 (now divided into two half plots 21A and 21B) have been let to new tenants. Plot 15A will become vacant at the end of the year.

There are 4 people currently on the waiting list. Two people on the waiting list are current plot holders who have expressed an interest in taking on a further plot.

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

Our Constitution

Proposed amendments to the Association’s policies are to be tabled for consideration and agreement later at this AGM.

The Committee Members for 2019 were:

Peter Dennison (Chairman)

James Palmer (Treasurer)

Chris Rigden (Secretary)

Sandy Parrott

Robert Pearson

Dave Eustice

Maria Youngs

Appendix 3 – Treasurers Report , November 2019

Kingsley Allotment Association

2018-2019 AGM Treasurers report

Prepared by: James Palmer

Date: 23 November 2019

This year we made a moderate recovery in our reserves after last year's significant reduction. After all adjustments are taken into account we ended the year with £697.00.

Income this year was £1168.08, with outgoings of £831.00. The significant rent £350, water £270.50 and site maintenance at £183.60. We have debtors of £45.00 (for outstanding rent) and creditors of £186.90 (£130 to council for fencing and £56.90 for overpayment of rent). A full breakdown is available on request. We end the year with a cash position of £838.90 made up of cash £84.41, Current 52.43, Savings £702.06.

Given the current state of the reserve (£697) and the already known water bill (£286) I will be proposing we keep the rents unchanged for next year at £45 for a full plot and £22.50 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

Appendix 4 – Updated Policies, Rules and Procedures

Policies, Rules and Regulations

These policies should be read in conjunction with the signed Tenancy Agreement between you and the Kingsley Allotment Association. The policies will be placed on the Kingsley Allotment Association noticeboard adjacent to the Allotment plots and on the Association website.

1 Plots 1-14 and 25 should be cultivated up to 1/2 metre (50 cm) from the perimeter fence. Where the Association has erected wind-break fencing inside to the perimeter fence no items or plants on these plots should touch or lean on this wind-break fencing.

2 Vehicles are only permitted within the allotment garden area for the purpose of dropping off large/heavy items. *Vehicles and trailers should only enter the site via the wide vehicle gate and drive up and down the right hand side of the site to plots to help reduce the rutting on the central path.*

For plots on the left hand side, vehicles can park in the car park or 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 with the express prior permission of a Committee Member.

3 Applications to keep poultry/wildlife must be made in writing to the Committee. Consent will be provided in writing following consideration by the Committee, with a majority agreement.

4 Any advertisements attached to the fence may be removed; if you would like to place an advertisement please contact a member of the Committee who will place it on the notice board.

5 Consent is not needed for:

- Temporary tool boxes
- Cold frames
- Compost bins
- Any structure that is under 1.2 metres

6 Consent is required to erect a building or structure. The maximum size of a solid sided structure, eg shed/greenhouse is 1.8m x 1.2m x 1.95m high.

7 Consent is required to plan any fruit trees, fruit bushes or any crops that require 12 months to mature.

8 Trees and sheds should be on the southern edge of the plot (ie the facing the entrance gates) and should not shade the plots of neighbours.

- 9 The water is metered - please notify one of the Committee members immediately if there is a water leak or taps are damaged.
- 10 The water supply will be switched off during October and turned on around the end of March.
- 11 Hoses may be used, but they must be hand held and not left unattended.
- 12 Rainwater should be collected, where possible, and sheds should have a water butt
- 13 Bonfires may be lit in accordance with EHDC leaflet 'Garden Bonfires'.
- 14 The last person to leave the site should ensure that all the taps are off, the gates shut and the padlocks secure.
- 15 *The use of poisons to kill rabbits or birds is strictly prohibited. Humane deterrence and traps may be used.*
- 16 *People from Kingsley and the surrounding areas (up to about 6 miles away) can apply to rent a plot on the site and a waiting list is kept.*
- 17 *If a plot becomes available then plots are offered to people who have been on the waiting list longest, subject to the following priorities.*
 - 1st priority: new applicants who live in Kingsley
 - 2nd priority: new applicants who live in the surrounding areas
 - 3rd priority: existing plot tenants

A tenant may not rent more than 2 full size plots.
- 18 *Kingsley Allotment Association abides by the GDPR (General Data Protection regulations) policy adopted by the Kingsley Parish Council (which can be seen on the Parish Council website). The personal information the Association will hold will be limited to the name, email address, home address and telephone number of Association members. This lawful use of this information is for 'contract' purposes and related communications between the Association and plot holders. A copy of the information will held by the Secretary and Treasurer of the Association and will not be used for any other purposes without the express agreement of the plot holder.*
- 19 Rent will be reviewed each year and will be advised at the Annual General Meeting in November.
 - Year End 31 October
 - Subscriptions due 1 December
 - Payment to be received by end December