



Minutes of Zoom Committee Meeting Monday 9th November 2020

1. Present: Chairman; Carole Allen-Morley, Secretary; Denise Audoire, Treasurer; Robert Le Grice, Grounds Maintenance Co-ordinators; Wayne Lawrence, Vincent Coutable, Committee; Bill Chandler, Melissa Doherty, Jenny Fakes, Craig Findlater, Diane Kingston, Iain Messenger, Stephen Treglown
2. Apologies – None
3. Welcome and Introductions – Carole welcomed Craig and Diane as full Committee Members to the Meeting.
4. Committee Meeting 7th September 2020 – A number of issues from the Meeting need to be carried forward for further discussion. The Minutes were approved.
5. Matters Arising – Plot Numbering – To be discussed at a later date.
6. Draft AGM Minutes – The Draft Minutes of the AGM held on 14th October 2020 were approved.
7. AGM Matters arising –
 - a. Rats – A majority of Members on Zoom wanted to stop the manure delivery due to rats being brought on to the site. Since the AGM some Members have asked for delivery to continue. It was decided to send out a survey on Facebook and for the Committee to ask Members opinion to see if enough Members want the delivery to continue. Members were reminded to reduce the amount of habitat on their plots where rats can live. Some Members at the AGM admitted they use poison. The majority of Committee disapproved of using poison. A suggestion for finding out where the rat population is higher would help when trying to control them. Using a Falconer was considered and will be looked into.
 - b. Fate of Plot 14 – It was clear from Members response at the AGM that the plot should not be a Community plot. The option for using both plots 13 & 14 for parking and smaller plots will be looked into. Wayne was asked to measure the area to see if it could accommodate more parking and small plots.
 - c. Members extra plots / Review of Waiting list Procedure – A proposal by a Member at the AGM, thought it unfair that existing Members should be an allowed extra plot, as the Waiting list was long. The Committee felt strongly that new Members would have preference but existing Members should stay on the list. The Waiting list Procedure will be reviewed by the Committee to consider whether it needs amending in particular, the amount of rods allocated to each household to reduce from 20 to 10 rods. Waiting list Co-ordinators can use their discretion when allocating plots. It will be discussed at the Next Committee Meeting. Plots will be let again once lockdown has lifted.
8. Finances –
 - a. Rent Collection / Outstanding Rent - 13 Members still to pay. Income received from rent and subs was £3,339.15. Rent of £1,600 has been paid to Broadlands. Rent day went well with most Members using the card facility, 4 paid by cash and 6 by cheque. Card processing fees were £12.65. Robert will chase the defaulters. If they have not paid their rent by one month after rent day they will receive a notice to quit, as discussed last year and stated in the rules. Robert still needs to check for any outstanding forfeits or return of deposits due.
 - b. Income and Expenditure – Total funds £9,418.15 includes Deposits £4,180 leaving £5,238.15 RAHA funds available for spending.
 - c. Robert announced that he will be stepping down as Treasurer once all the rent has been received. Iain Messenger offered to be the Treasurer after the rent has been collected. It was agreed that Iain would take on the role of Treasurer. The Committee will stay at 11 Members.

9. CCTV – Robert has tried various devices without success. The Committee agreed not to try any more CCTV cameras, but will find alternative ways of reducing vandalism and crop theft. It will be discussed again at another Committee Meeting.
10. Plots Update / Waiting List – There are 17 vacant plots, most are 5 rod with a few larger which will be split. 2 plots have been let since September. There are 65 on the Waiting list including 8 existing Members wanting an extra plot.
11. Grounds Maintenance Co-ordinator –
 - a. Roads – Wayne still needs to get a quote for the road repair. He will order stone to repair the worst of the potholes now.
 - b. Notice Board (exit gate end)–The notice board is too low and awkward to use. Wayne and Vincent will look at it and make the adjustment.
 - c. Vincent apologised for posting an unsuitable remark on Facebook. He has spent a lot of time cutting the grass around the site, putting up signs and travelling to buy supplies. Carole thanked him for his work and pointed out that he and all volunteers should claim for their expenses
12. Data Protection – Under data protection laws, only those with a “need to know” can hold Members personal data. Committee Members with a “need to know” are the Chair, Secretary and Treasurer, and for the letting of plots, the Waiting List Co-ordinators need to know Waiting List details. The Committee were reminded to delete personal details of everyone once no longer needed including those no longer on the Waiting list.
13. E-mails – In order to reduce the amount of e-mails amongst Committee Members it was suggested that a group e-mail via Google could be used. Diane offered to set one up.
14. New Webmaster – Ian Todhunter has resigned as Webmaster. Carole asked if anyone would take on the role. Diane offered to be Web Administrator. It was agreed that both Carole and Diane will work together on it
15. Donations to Flautisimo for Procedures – It was agreed to donate £50 to Flautisimo, for writing a number of procedures which we have benefited from. Robert suggested make a donation to the Comrades Club as we normally do, for using their premises. It was agreed to donate £100 to the Comrades Club.
16. Upkeep of Plots and Rule amendment – Stephen suggested using a traffic light system to identify neglected plots. Green plots - no action needed, amber - Member to be contacted and red - totally neglected urgent action needed. Iain, Stephen and Denise would carry out the inspections in order to gain a more consistent report. Committee Members are still encouraged to walk around the plots. An appeal procedure will be drawn up. The subject will be discussed again at the next Committee Meeting.
17. Facebook – Control of bad behaviour – Melissa would like to draw up some simple rules for Members who join the Facebook group, as there aren’t any at the moment. Some suggestions included, being kind, respectful and personal safety. Melissa will draw up the rules for the group. -
18. Streamlining decision making – Diane suggested that most things discussed on e-mails last year could have waited until a Committee Meeting. If not, then it could have been discussed between officers, Carole, Robert and Denise or if a site issue, to include Wayne and Vincent. Non urgent issues could wait until the next Committee Meeting. This would reduce the amount of non urgent e-mails received by the whole Committee and make it easier for Denise to minute decisions made between Meetings.
19. A.O.B.
 - Bill asked if a shed on the boundary of a vacant plot could be taken down. As the shed was partly broken it was agreed that it could be removed and burnt on Vincent’s plot. Carole will e-mail the adjacent plot holder to confirm where the boundary lies.
20. Diary Dates -

Next Committee Meeting will be in January 2021 the date will be decided on the Google group e-mail.
Other 2021 Committee Meetings to be discussed and confirmed at a later date.

