

Park Ward Allotments, Minutes of the Committee, 6<sup>th</sup> February 2016

Present: Keith (Chair), Nina (Treasurer), Tess (Secretary), Bob, Nick, Zephyrine

1. Apologies: none received
2. Minutes of last meeting and matters arising:  
Plot 46: the weather has continued to prevent work going forward on this plot.  
Access and fencing: Vince to go ahead with this.  
Plots: four free plots were indentified. Tess to offer them to people on the waiting list.
3. Treasurer's Report: Nina reported that United Utilities had been charging us Direct Debits based on over-estimated readings, including for the period when the water has been turned off. She will phone them to put this right, and offer to send in customer readings. Before the latest water bill, we had £4049.78. The insurance has been paid. There was some discussion of what we could spend this money on, but Zephyrine pointed out that we needed a reserve in case of emergencies, such as the water pipes failing. We would also be able to pay for the mini-digger for Plot 46, and similar expenses. Bob pointed out that if we wanted to apply for grants that require matching funding, we would have the money. Tess wondered if we'd need to pay for a fence between our site and the new houses, but Bob said another house was being built next to our site, so would probably be fenced off by the builders. It was reported that no more pallets were being supplied from the building site.
4. Nina reported that Tom would set us up a website for free, except for £10 a year for the domain name. There was a discussion of what we wanted on the website. There would be information for both prospective and existing tenants. Zephyrine offered anything from the Facebook page. Nina to ask Des if he would co-ordinate and manage the site. Zephyrine said she would advertise the website on Facebook. Suggestions for content were: who to contact; minutes; meeting dates; rents and payment dates; number on waiting list and approximate waiting times; links to Facebook page, Council website, Seed Library; gardening information; discussion forum. Nick volunteered to compose a written description of the allotment site, which she will send to the Committee for approval/amendments. Zephyrine said it would be important to monitor the footfall on the site.
5. AOB. There was some discussion of items for the AGM. Nina's idea for a deposit to be paid is to be proposed. Zephyrine wondered if we could offer some concessions on this. It was also decided to propose that the rent discount should apply to those paying at or by the AGM, and all other rent should be due by the end of April. This would give time to remove any non-payers before the end of the season. Tess to produce draft agenda and last year's AGM minutes for the next Committee meeting. Nina wondered if the accounts should be audited. It was established that this was not necessary given the status of the site at present (i.e. not a charity; not incorporated). However, in the interests of transparency and good practice Nick agreed to check through the accounts after the AGM.
6. Next Committee meeting, Sunday 3<sup>rd</sup> April, 11 am, followed by AGM at 11.30, both at the Gregson