

RUSHDEN PERMANENT ALLOTMENT AND SMALL HOLDING SOCIETY LIMITED

Registered under the Co-operative and Community Benefit Societies Act 2014.

Register no. 3126R

E-mail rushdenallotments@hotmail.co.ukField Minutes of the Management Committee Meeting Held on Wednesday 18 August 2021Grafton Rd Store

The Chairman opened the meeting at 7:09pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Mark Cox	MC	John Lowe	JL
Anita Jarvis	AJ	Peter Swindley	PS
Anita Medlock	AM	Shane Webster	SW

Pasqu Di Salvo	PDS (Treasurer)
Jayne Evans	JE (Minute Secretary)

Apologies:

Pam Clark	PC
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1. Minutes from Previous Meeting

Proposed PS

Seconded JL

A discussion took place about the format of the minutes.

It was agreed that there would be a trial of the minutes not being written verbatim, that the Minutes Secretary would write a summary of the discussion against each point and that names of members would be removed for the field minutes.

There was some concern that the minutes would be 'twisted' so it was agreed if there was not consensus to approve the minutes content that we would return to verbatim minutes.

2. Actions From Previous Meeting*Note - numbers not sequential, completed action numbers removed from table*

Action No	Date arose	Subject	Action Required	Action Taken	Person responsible	RAG status
2.2	16/06/21 (was initially raised 20/01/21)	Investments	Letter sent to Mr Wilmot, no response	Not to pursue Mr Wilmot further. The Investment Account is on AGM Agenda		Comp
2.3	17/02/21	Silent alarms	Faulty alarms to be retuned	Alarms have been returned.	SW & PDS	Comp
2.5	17/03/21	Spare keys	MC and RJ to meet	MC to bring to SGM	MC & RJ	WIP
2.8	17/03/21	Security fence and rubbish removal	Quotes for fence and rubbish removal	MC to get quotes as AVM no longer committee member	MC	WIP
2.20	19/05/21	Large metal container	Find costs incl. modification	To carry over to next meeting	DF	C/F
2.21	16/06/21	Poorly member	Speak to member and son about plot	RJ and JL to continue	RJ & JL	WIP
2.23	16/06/21	Notice re hose pipe use	To be displayed on gates	Notice to be created and distributed	RJ	C/F
2.24	16/06/21	Request from member re shooting rats	BR field steward to support with rat elimination	RJ to speak to member	RJ	WIP
2.27	22/08/21	Quote from surveyor re tractor shed	Write letter, attach photographs and send to surveyor after committee approves	JE to distribute the new letter and photographs	MC	WIP

2.2 Discussion record (investment account)**Previous Action dated 22/07/21 no action stated**

No response from Mr Willmott – committee decided to not to pursue this further

Agreed Action 18/08/21 – Remove letters to Mr Willmot from action plan. investment account is on the Annual General Meeting agenda**2.3 Discussion record (silent alarms)****Previous Action dated 22/07/21 carry over to next meeting**

SW has returned the alarms – problems with some of the sim cards. £8 or £9 each to replace the new sim cards on 2. Money to be refunded to SW, to let PDS know how much

Agreed Action 18/08/21 – item to be removed from plan once refund for SW has been made**2.5 Discussion record (Spare Keys)****Previous action dated 22/07/21 – nothing stated**

Key have not been bought to the meeting

Agreed Action 18/08/21 MC to bring to the SGM**2.8 Discussion record (Fencing and Rubbish on WR fence line)****Previous action dated 22/07/21 AVM, DF & MC to get quotes for fencing, removal of rubbish**

Alan is no longer a committee member. Someone else needs to pick up obtaining quotes. MC agreed to take over this project.

Agreed Action 18/08/21-MC will pick this up**2.20 Discussion record (Metal container for field use)****Previous Action dated 22/07/21 to carry forwards DF to investigate**

Dave waiting for details from one of our members relations to give us the details of the containers

Agreed Action 18/08/21 – to carry forwards**2.21 Discussion record (talk to poorly HR member)****Previous Action dated 22/07/21**

RJ saw the member and he has agreed to wind down his plot this year and may eventually surrender 40 pole and keep his orchard. Another member has offered to take on the Orchard (approx. 100 pole size) and look after the trees and could use a strip at one end for growing land and 2 poly tunnels. Committee felt strongly that the orchard should remain. There was some discussion about getting a preservation order for the rare trees – this could cause a problem if a tree needs to be removed because of disease.

Agreed Action 18/08/21- JL and RJ to continue**2.23 Discussion record (hose pipe use)****Previous action dated 22/07/21 – nothing stated**

RJ to create poster from the licence

Agreed Action 18/08/21 –RJ to do the poster and water licence to be discussed next meeting**2.24 Discussion record (member request to use company to shoot rats)****Previous Action dated 22/07/21 - PC to talk to member**

Unknown if PC has spoken to the member

Agreed Action 18/08/21-RJ will speak to member**2.27 Discussion record (Quotes for tractor shed survey)**

A quote has been obtained by MC with the (administration assistance of Jayne) from a JJP Consulting LTD (structural engineering company) to survey the shed and provide a preliminary report to include observations, conclusions and recommendations inclusive of mileage for £475.00 plus VAT.

If faults are found, there may have to be invasive investigations to inform survey conclusions.

A copy of the letter and series of photographs that have been photo-shopped to remove images of houses, cars and people were handed out to the committee to review. RJ requested that these documents were sent to him for review. Once reviewed, MC will forward onto Nigel Marsden, the surveyor in Peterborough.

Agreed Action 18/08/21- MC to obtain another quote and once documents approved by the committee, to send the letter and photographs to Nigel Marsden

3. Secretary's Report and Correspondence

3.1 Permission Requests

Permission letters from meeting 22/07/21 have all been sent

Item No	Date	Field	Details of Request	Outcome
1	12/08/21	HR	Permission for poly tunnel 6x4 ft	agreed
2	18/08/21	WR	Permission for 8.5 x 12.5 greenhouse	agreed

3.2 Correspondence

Item No	Date	Field	Member	Details of Correspondence
3.2.1	28/07/21	BR		Please can I enquire where I can see a copy of the rules and regs of the society with regards to officers responsibilities as I understand a chairman is only a figure head whose responsibility is the chairing of committee meetings and the agm, nothing further, they have no overall control of a society. Many thanks
3.2.2	28/07/21	BR		Please can you supply password for members area
3.2.3	30/07/21	NA	NA	Hello My name is Shauna and I'm a PTS Coach for Mayday Trust, I am currently working in East Northants with people managing long term health conditions with the aim to link people managing long term health conditions back into the local community. I am currently working with a person who is managing multiple health conditions and living in housing association, he loves being outdoors but currently does not have an outdoor space in his housing which is detrimental to his mental health, I am reaching out to you today as I would love to work with you to create an opportunity for him to have an allotment so he can have his outdoor space and a project to work on. We do have a personal budget and I'd be happy to discuss this with you further if you would like to work with us! Thank you, Shauna Hemphill <i>PTS Network Coach – East Northamptonshire</i>
3.2.4	30/07/21	NA	Cllr Richard Lewis	Good evening Hoping that things are getting back to some sort of normality now! Sadly Celebrate Rushden is essentially cancelled for this year, since all of our clubs and groups have been shut down. However, next year will be a double roll over and also includes the Queen's 70 years celebration. Could be a very good week. The good news for this year is that the Soap Box Derby will be run this year and the details are below. The change to a Sunday, 3/10/21, worked well in 2019 and it is a Sunday again. Hopefully the weather will be reasonable, but we are not expecting the soap boxes to need snow tyres! The complete day is from around 9am to 5pm and anyone who can help, then please let me know. Please also let me know any changes to the contacts since it is some time since it was updated! Take care Best regards Richard
3.2.5	10/08/21	BR		Please note my new email address

3.2.1

The rules have been sent to the member and they are also available on the website

3.2.2

Now has the password

3.2.3

Committee discussed the potential problems and without knowing what his physical and mental disabilities are it is difficult to make a decision. The society has taken on a lot of people previously under similar

circumstances without a good outcome. To put on the wait list and send letter but also to direct to the Stanwick Town Council Stanwick Community Gardens Raunds Rd Stanwick and Green Patch Kettering tel 01356 21555

3.2.4

Not sure if Richard wants volunteers to help at the event or if he wants the society to build a soap box

3.2.5

Has been acknowledged

3.4 Other Items

None

4.0 Member's Secretary Report – new members and leavers

Field	New Members	Field	Leavers
HR	X2	GR	X1
WR	X2	HR	X2
GR	X1		

Over 100 on waiting list. AM had previously enquired where on the list an acquaintance was – he was added on 29/01/2021 and there are approximately 27 people above him on the list.

4.1 Vacant plots and number of applicants needed

Field	No of vacant plots and size	No of current prospective members	No new applicants needed from membership secretary
WR	X 4 plots	0	4
HR	X 4 plots	2	2

DF is waiting for 4 applicants for 4 vacant plots – suggests that if the applicants don't respond within a day someone else should be contacted. DF is concerned that the current process is holding things up which means he has to keep maintaining the vacant plots increasing his field hours. DF knows that there are some people on the wait list people for WR.

Agreed Plan –membership secretary to write to all the people on the waiting list (95% on email) and ask them if they wish to remain on the list. Minute secretary to send above table to membership secretary monthly.

5.0 Warning letters

Field Id	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
HR			Sent July	To continue to be monitored – has some potatoes in		
WR		To be removed from the list	yes	No response	To be sent	DF will pick up key after 7 days
HR			Sent July	To continue to be monitored		
HR		To be removed from the list	Sent July	Have left the plot		
WR	Modified sent	To be removed from the list				
WR	Modified sent July	To continued to be monitored				
HR 53			To be sent			

Letters for Highfield Road

Member at HR– to be sent 1st letter, has not responded to contact from JL
JL is still looking at some others at the moment

6.0 Treasurer's Report (Appendix 1)**INCOME:**

Store sales added:

GR £96.00

WR £61.10

BR £63.50

HR £164.95

EXPENDITURE:

No significant expenditure for the last month

Latest Bank Account Balances:

HSBC Community Account £942.48 (as per Treasurers Report)

Investment Accounts:

HSBC Business Money £6,001.57

Barclays Premium Account £18,908.17

Triodos Account £63,702.88

United Bank £81,295.58

Total in Investment a/c £169,908.20 (as per Treasurers Report)**7.0 Field Reports****7.1 Highfield Road**

Two 10 pole plots, one 6 pole plot, one 5 pole plots available – has 2 applicants for 2 of them so needs 2 more applicants

A new member last month, is returning the key tomorrow. Discussion about returning some of the Rent member had paid however decision made not to return as member has not requested.

Reduced rate for plots taken on half way through the year – currently £2 a pole rather than £2.50 a pole.

6.2 Washbrook Road

With people leaving and changing plots has given 4 plots = total of 31 pole

6.3 Bedford Road

One plot available

6.4 Grafton Road /Small Holding

nothing

8.0 Store

Closed until September – to reopen in September, date to be decided once we know when the broad bean and potato orders need to be taken.

9.0 Health and Safety

Nothing reported

10.0**items put forwards prior to the meeting**

nothing on agenda

10.1**items put forwards during the meeting**

10.1.1 MC- wanted to know what happens as he and several others had missed the deadline for committee members by a few hours

There has been one on an email and several verbal expressions of interest made to RJ today (18/08/2021). Applications should be considered for co-opting and discussed at the next committee meeting after the AGM.

MC, AM, PDS – all applied by email for committee member post on 17/08/21.

A member applied for committee member post by email on 18/08/21

Discussion around elections on alternate years – all committee members should be in post for 2 years, along with the Chairman and Vice Chairman.

DF feels very strongly that MC, AM and PDS should be allowed to go into the posts that are empty which are un-opposed, because 2 are already in post on the committee and one is our treasurer who would like to be a committee member. DF wants to avoid a 'bun fight' at the AGM.

Rule change meant that there should be 4 committee members to be voted on one year and then 5 the next (2 year posts). Unfortunately, somehow this has not happened.

Vice chair and chair should be alternate years.

Chair is happy to stand in February 2022 and allow Vice Chair to have 2 years from February 2021 to re-establish the alternate years to help support continuity.

Meeting Closed at 2100

Date of next Committee Meeting

15 September 2021 – Grafton Rd Stores unless informed differently

Dates of other meetings

Special General Meeting - Wednesday 25 August,

Venue - Goods Yard Building Rushden Historical Transport Society

Meeting to start at 1930 members to arrive by 1900

Annual General Meeting – Tuesday 7 September

Venue –Masonic Hall, Wboro Rd

Meeting to start at 1930 members to arrive by 1900

New Actions from this meeting		
Subject	Action Required	Person Responsible
Cost of water licence	Suggestions Raised 22/07/21 to be reconsidered	committee
Waiting list	Membership secretary to write to everyone on the waiting list asking them to respond by a certain date if they wish to stay on the list. It was suggested that the timescale should be 2 weeks.	AB
Warning letters	Highfield Rd – first letter	RJ
Response letter to communication	To write to Shauna Hemphill with suggestions of more appropriate venues for her client to garden – information in 3.2.3 above	RJ

Appendices

Appendix 1

Treasurers report (amended following meeting)

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	1,935.39		Annual Rents	11,485.95	
			New Rents	1,120.50	
BR		664.09	Floats for stores and rent day		
GR		60.14	Stores Sales	12,969.83	
HR		458.45			
WR		720.72			
Hay		31.99			
Printing, Stationary and Postage	304.85				
Asbestos Removal	3,360.00				
Stores Purchases	14,802.07				
Field Hours E	1,013.46				
BR		229.57			
GR		44.36			
HR		616.12			
WR		123.41			
Field Machinery (Fuel)	181.74				
BR		87.49			
GR		-			
HR		18.99			
WR		75.26			
Official documents, etc	-				
Tractor Fuel	-				
Locks and Keys	282.52				
BR		49.24			
GR		36.99			
HR		99.30			
WR		96.99			
Field / Property Maintenance	3,121.65				
BR		7.99			
GR		7.99			
HR		562.61			
WR		2,543.06			
Website / Publicity	64.79				
Professional Fees (accounts, etc)	936.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	360.62				
Insurance and Safety	762.64				
Hire of halls and refreshments	19.50				
Equipment purchases	4,222.51				
Field Steward rewards	150.00				
EDF	93.16				
Officer (Sec/Tres) payments	1,849.45				
Tax - HMRC Corp. & FCA	893.00				
Key and share returns / refunds	13.25				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	167.91				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	12,500.00				
Misc Exp	20.00				
CCTV Installation	1,481.05				
	48,535.56			45,693.93	
Income over Expenditure	- 2,841.63				
	45,693.93				
Balance as at 17/08/21					
Income and Expenditure Account at 31/10/21					
			Cash with Cashier		
HSBC Current Account B/F	3,781.61		HSBC Current Account C/F	942.48	
Cash	-		Cash	0.00	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 2,841.63				
	£1,029.98			£1,032.48	-£2.50
			Investment Accounts:		
				£169,908.20	