

# 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.uk](mailto:rushdenallotments@hotmail.co.uk)

## **Field Minutes of the Management Committee Meeting Held on Wednesday 20<sup>th</sup> January 2021** **Remotely Due to Covid19**

The Chairman opened the meeting at 7:00pm

### **Present:**

Russell Jarvis	RJ	Dave Flook	DF	Ray Mc Donnell	RM
Anita Jarvis	AJ	Mark Cox	MC	Pasq Di Salvo	PDS
Alan Martin	AVM	Pam Clark	PC	Shane Webster	SW
Anita Medlock	AM				

Minutes taken by RJ

### **Apologies:**

Dave Craker, Peter Swindley

### **1. Minutes from Previous Meeting**

RJ asked for the previous minutes to be signed off.

PC replied that RJ is going to do whatever he wants to do.

RJ stated if amendments had been sent in they would have been applied. None received.

AVM said they might as well be signed off as outstanding actions will be covered off tonight.

MC stated that the minutes are not a true account. He also asked if the last minutes were put up on notice boards before signed off.

RJ stated that the members are entitled to see the minutes.

RJ reintegrated that anyone can send amendments in, the last minutes were issued within 2 or 3 days of the last meeting and no amendments sent in.

MC disagrees with any minutes going out to the members. MC admitted that he did not open his emails from the last meeting.

AVM stated that he felt some items had only one side of the story.

RJ said that he should have sent in amendments to be added if he felt there was something missing.

AVM states that there is no answer to some of the questions eg, DF had asked if he was on the mandate.

AM did not like the layout of the minutes.

RJ said that the last set had gone back to the previous layout.

AVM felt it was OK.

PC wants the minutes to be unbiased.

AVM the minutes need both side of the story.

RJ again asked that amendments should have been sent in if anyone thought they were incorrect.

MC said they are one sided.

RJ, again said put the amendments in.

### **2. Actions From Previous Meeting**

Date matter arose	Subject	Action required	Action taken	Comp
16 <sup>th</sup> Dec	Lock for Grafton Road Store	New lock to be purchased from Society locksmith	C/F	

16 <sup>th</sup> Dec	Asbestos Removal	Check and report dates of asbestos removal from allotment fields – PC disputed that the asbestos was cleared after the garage was demolished	RJ gave an answer – The removal of asbestos took place on 28 <sup>th</sup> , 31 <sup>st</sup> January, 1 <sup>st</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> February 2019. Grafton Road was 28 <sup>th</sup> Jan 2019 The Garage was demolished W/C 8 <sup>th</sup> April 2019. PC said she will check that this is correct.	
16 <sup>th</sup> Dec	Garage Inspection	Report from inspection to follow	PC was to supply report. PC had not as RJ at the last meeting had said we should have 3 quotes.  RJ brought to the attention of the committee – PC's builder, their partner is a previous member, who before they left, the Society had had issues with her. Warnings over the state of their plot and members of the committee at the time were convinced that she was sub-letting to another member for them to keep their poultry on her plot. Unlikely that this builder would be impartial.  AVM agreed that there should be 3 quotes for the inspection.  DF asked who the member was. RJ replied - Sharron Norris DF replied I know who you mean.	
16 <sup>th</sup> Dec	Garage Inspection	Name required for surveyor who provide quote to MC	MC – Nigel P Marsden AVM asked if that was £80 MC said that was an estimate as he has to come from Peterborough. RJ asked for fixed price quote. AM said he is £40 per hour. MC said he doesn't want to keep pestering him. AVM asked if he had given MC a written quote. MC said no MC to get a fixed price written quote.  SW suggested that out of 350 members there should be a builder that can quote for a check on the garage. AM and MC replied to SW that it was a member who built it and this is how we got into this situation.	
16 <sup>th</sup> Dec	Garage Inspection	3 Quotes from Surveyor's required	RJ will get one of them.	
16 <sup>th</sup> Dec	Key acceptance form	More amendments to be done – Add keys must not be copied	RJ asked if MC was now OK with the latest version of the document. His reply was ever you say RJ I haven't looked at it.	
Oct	Plug Plants for Shop	Visit to Britton's in new Year	PC said going anywhere at moment. AVM says can this all be done on line. PC said no. RJ has been approached by J Martin who could supply 12 plants for £1.25 and later	

			on tomato, cues, etc for 60p per plant. PC asked for a price list to be sent out to committee members. PC would prefer to use Brittons and not a member. DF told PC to ring Brittons for a price list. SW suggested 2 suppliers	
16 <sup>th</sup> Dec	Data Breach	Inform those whose data has been shared	RJ	Comp
16 <sup>th</sup> Dec	1 <sup>st</sup> letter	Peter Przybsz	Given up	Comp
16 <sup>th</sup> Dec	Polite letter	Ileana Sasu	DF asked for a first letter.	Comp
Nov	CCTV	SW to investigate	SEE BELOW	
16 <sup>th</sup> Dec	Electricity Supplier	PDS to change supplier	PDS	Comp

### **CCTV**

SW – Has looked into 3 companies, having no electric is a problem which makes the options limited. Couple of companies suggested “trail” cameras. Literarily tie it on a tree, run by a battery. The price from £150 to £1000 each with various reviews..

PC said She felt the silent alarms would be better.

SW, by putting up the signs with CCTV would help act as a deterrent.

PC said that the camera at Highfield Road had not caught anybody.

RJ then reported event from Highfield Road (see field Report).

SW asked if anything had been stolen since the camera has been installed.

RJ replied, No.

AVM asked details of the incident. Also stated that we should be registered with the ICO.

RJ replied that we were registered with the ICO.

PC asked how much data has it used and cost.

RJ replied that it is on a phone contract of £5 per month for 2GB and it has nowhere near that amount.

AVM asked is it battery.

RJ replied that it is battery with a solar panel.

PC said if we get the cameras they are not to be monitored by RJ but should be monitored by the field stewards.

AVM said we do not want RJ doing everything.

AVM asked DF if he would be happy to monitor. DF said he was not. AM offered her and MC to do Washbrook Road.

SW said we should invest in new signs for CCTV. Followed by an email to the members informing them of the installation. SW believes that it will help deter and substantially reduce our breakins.

MC feels that we will not get good enough images on the camera at night. Also mentions the alarms that PC has found. Although the cameras are a good idea MC does not want to spend a thousand pound per field when one of PC's Alarms would do to catch them breakin into a shed. MC added that we don't want to just catch people walking through. With a silent alarm we do not have to call the Police, we can go down and sort them out ourselves. MC asked why did RJ call the Police and not deal with it himself.

RJ believed it was the right thing to do.

RM feels that any deterrent is better than nothing.

RM proposes that we install the cameras

AVM counter proposals that we should get enough camera that RJ feels we need.

AVM also feels that at least 2 of the PC's alarms should also be purchased.

PC has a concern that the cameras will be used as a tool against the members.

RM pointed out to PC that these will only be on at night.

Proposal to install CCTV at the gates to all fields.

**Direct from Manufacture**

Camera	£237.99
Solar Panel	£24.99
16GB SD card	£8.00
U Bolt	£4.29
Scaffold Poles & fittings	£17.00
Postcrete (20Kg)	£6.99
Protection Box (wood/screws)	£10.00

**TOTAL**

Total Set up	£309.26
Total setup for 6 cameras	£1,855.56
Total setup for 7 cameras	£2,164.82

**ONGOING**

Ongoing - Phone card per month	£6.00
per year per camera	£72.00
per year for 6 cameras	£432.00
per year for 7 cameras	£504.00

AVM Propose, RM 2<sup>nd</sup> All agreed

AVM asked PC to get 3 of her alarms. PC replied no as she has given the details to SW.

SW is happy to source the signs.

PC said using security paint on the fences. It was agreed sometime ago but Washbrook Road was not done.

MC bought up about putting the barbed wire on the fencing at Woodland Road.

AVM asked MC how many volunteers do you want?.

RJ said if MC would supply the dates he would advertise it.

MC replied that in all honesty he does not want any volunteers. With all due respect some of them are too old to help.

RM offered to put up the paint on the fence.

**3. Secretary's Report and Correspondence**

- Lucy Hawes email – Budget for Northamptonshire is out for consultation. Asking for people to contribute by asking for a budget to maintain the greenway
- HR member email – support for delay to AGM
- BR member email – Permission for 8ft x 6ft Summerhouse  
Approved
- HR member email – Thankful for CCTV at Highfield Road
- BR member email & letter – Asking to take over leaving members Plot  
Committee asked how many plots available. RJ replied 4 with 13 on waiting list. As there is a waiting list committee stated he could not take on an extra plot.
- Selina Valentine email-Enquiry to rent land.  
Reply that we are fully let with no vacant land.

#### 4. Warning letters

Warning Letters							
Name	Field	Polite letter sent	Outcome	1 <sup>st</sup> letter sent	Outcome	2 <sup>nd</sup> letter sent	Outcome
	HR			25/06/20	Email reply received 29/06/2020		Monitor
	WR	Request ed 18/11/20	No response Send 1 <sup>st</sup> letter				Giving Up
	BR	Request ed 18/11/20	No response				Monitor

#### 5. Treasurer's Report

PDS reports that he now has got full banking access.  
Changed the electricity supplier at Grafton Road to EDF.  
Growell invoice paid for £1500  
Money for insurance claim has been paid in to our account. (£1600)  
PDS will look into Aldermore and Triodos and asked for RJ to help transfer the money.

AVM asked if PDS was on the mandate for the investment bank. RJ replied that he had written to them for a mandate change.

MC asked PDS what the sales for the stores are.  
PDS replied BR £239, GR £166, HR £121, WR £113 since 1<sup>st</sup> Nov.

MC asked if PDS has access to the previous accounts  
PDS replied that he access to last years.  
AM asked why PDS has not got the previous years.  
RJ answered what does he need them for.  
AM because he is the treasurer.  
RJ also replied that PDS is not responsible for the previous years and if we were ever inspected they would go to our accounts first.  
AVM has written to the FCA for a ruling over the access of previous years accounts.  
AVM stated that the committee have a responsibility that the society's money is being spent correctly. If not they can be held responsible if something goes wrong.  
RJ stated that the monthly accounts are issued to the committee each month for the committee to follow.  
RJ stated that every year the accounts are issued to all members.  
PDS he needs the passed years accounts so he can compare costs.  
AVM said he had asked for the sort code of our investment account in an email.  
AJ replied that she was very uncomfortable when an email comes through at 1:15am asking for account details. For all she knew was that AVM email account had been hacked and may have been fraudulent as she had previously worked for a bank.

AVM stated the reason that PDS needs the past years accounts is that PC's complaint letter about RJ relates to past years accounts. As there is an SGM the accounts should be open for everyone to have a look at.

AM said that RJ removed past years accounts from the dropbox so PDS could not give PC information from the accounts on RJ.

PC proposed that PDS has access to the previous years accounts 2<sup>nd</sup> by MC.

AVM feels they are responsible for the past 7 years.

RJ asked if committee members would be allowed to see the years accounts that they were not on the committee for.

AVM said probable not.

## **6. Field Reports**

### **Highfield Road**

- Breakin

The CCTV that is being trialled at Highfield Road caught 3 males at 3:40am on 4<sup>th</sup> January climbing over the gate. The Police were called and attended immediately. They did a search of the field but did not find anyone. 1 shed damaged.

2 males returned at 16:40 on 4<sup>th</sup> January. 4 Police officers attended with a Police dog. This dog tracked them across the field to the pedestrian gate.

- Insurance Claim for Ride on Mower and strimmer. Total of £1612.40. 20% off cost to replace ride on mower a 50% off strimmer. Includes £100 excess.  
Propose to replace strimmer now and mower when we can visit supplier.  
Agreed to purchase strimmer.
- There has been flooding at Highfield Road and Bedford Road due to the extreme rainfall suffered recently. 3 or 4 years ago it was agreed to purchase a pump to clear the flooding if the situation persisted. Propose to now purchase pump as previously agreed.  
Toolstation - £289  
Screwfix - £429  
Parker Brand - £125.39 plus hose, £33  
AVM suggested going to a maximum of £160.

MC have gone to Kingtools, send him the details of the pump and by the Thursday afternoon he will see if he can beat the price.

### **Washbrook Road**

About 3 empty plots to come.

RJ asked DF to send details to AB the members who are leaving so a rent invoice is not sent.

### **Bedford Road**

### **Grafton Road /Small Holding**

## **7. Store**

### **Potato Orders**

Potato Orders to be delivered 10<sup>th</sup> February.

It was agreed that we will have to distribute the orders differently this year. It will not be a good idea for all the members to come to Grafton Road to pick up their orders.

PC suggested that DF and RJ sort out the orders per field and other members of the committee then distribute them.

Agreed for the members to pick up from their own fields with some being delivered direct to members.

### **Compost Order**

More compost has been ordered to keep the stock up.

SW suggested that we should look into more on line ordering with our members. A subject to be discussed at another meeting.

#### Grafton Road Store

RJ questioned if the committee feel if we can reopen the Grafton Road Stores on the 1<sup>st</sup> Saturday in February.

Agreed to serve the members from the fields and not Grafton Road until the committee feel it is safe to do so.

A price list will be sent out to the members when we inform them of the change. The members will be asked to order in advance any items not normally stocked at the fields.

### **8. Health and Safety**

Nothing to report

### **9. Any Other Business**

#### **9.1 Society Investment Accounts**

Reinvestment of Triodos Funds (current investment reached end date, reported in October and November Meeting).

AVM felt that it was down to the Chairman and Treasurer to decide on which investment to take.

RJ stated that it was down to the committee to make the decision on which investment to take. As AVM was absent from the last meeting the committee wanted to wait until AVM attended a meeting.

AM confirmed this.

Aldermore at 0.75% or Triodos at 0.4% or Redwood at 1%

SW proposed that we go with Redwood. 2<sup>nd</sup> by PC. All agreed.

PC said PDS should carry out the task not RJ.

RM wants to say a big thank to AVM for the work done on this matter.

PC asked that PDS should look into the up to date rates and email the committee.

#### **9.2 Working Parties & Documentation**

AVM suggest that when there is a mini project or subject to be discussed that it is allocated to someone to document and cost out and bring it to the meeting.

#### **9.3 email login**

MC bought up the email login. It had been voted that access be given to committee members so they could see the emails that are going in and out.

AVM this so we can have access to the members data.

AVM email from the ICO was bought up.

RJ could see that as we would be changing the process of the members data we would have to inform the members. The change of the process is more committee members having access to it.

AVM said we do not have to tell them. He said that RJ was talking out of his arse.

RJ asked what the committee would use the members data for?

AVM stated to contact them directly.

AVM we would only have to inform the members if we change the use of the their data.

RJ pointed out to AVM that the committee contacting them directly would be a change of use.

MC said initially we all wanted access to the data. Then MC said we agreed just DF should have access.

RJ reintegrated that we have to inform the members.

PC said that the members do not need to know.

AVM said to just allow DF access.

AM said we all need the login to the email.

#### 9.4 Secretary to take minutes

DF bought up about a advertising for a secretary to take the minutes.

RJ questioned how we could we interview as we are not meeting.

Agreed we would advertise and arrange how and when to interview.

#### **Meeting Closed 9:50pm**

**Date of next meeting Wednesday 17<sup>th</sup> February 2021 at 7:00pm**

Signed \_\_\_\_\_

Counter signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Action points Meeting 20<sup>th</sup> January 2021</b>		
<b>Subject</b>	<b>Action required</b>	<b>Who</b>
Garage Inspection	3 Quotes Required Report from PC	MC, RJ PC
Plants	Prices from Britton	PC
Plants	Send out to committee Prices	RJ
1 <sup>st</sup> Letter	WR Member	RJ
CCTV	Purchase and Install Cameras	SW/RJ
CCTV	Source Signs	SW
Extra Plot	Letter to BR Member	RJ
Permission	Permission granted for BR Member	RJ
SH Enquiry	Reply that we are fully let	RJ
Strimmer for HR	Purchase strimmer for Highfield Road	RJ
Water Pump	Purchase water Pump	RJ
Members Leaving	Inform AB who is leaving from WR	DF
Potato Orders	Inform Members on different collect methods	RJ
Investment Account	Recheck which investment has best interest	PDS
Minute Secretary	Advertise	RJ



Rushden Permanent Allotment and Small Holdings Society Limited			
Income and Expenditure Account			
Expenditure		Income	
Anglian Water	£878.09	Annual Rents	£0.00
BR		New Rents	£29.25
GR		Floats for stores and rent day	
HR		Stores Sales	£640.15
WR			
Hay	£0.00	BR	£239.00
		GR	£166.45
Printing, Stationary and Postage	£180.64	HR	£121.30
Floats for stores and rent day	£0.00	WR	£113.40
Stores Purchases	£2,621.28	Ploughing, rotavating, topping	£0.00
Field Hours £	£34.88	Rent card / website sponsorship	£0.00
BR		Donations from members	£0.00
GR		Machinery/accessory sales	£0.00
HR		Replacement/Additional key	£0.00
WR		Sales of pre-loved & ex stock	£0.00
Field Machinery (Fuel)	£0.00	Seed Orders	£0.00
BR		Brittons Potatoes	£0.00
GR		Misc Income	£1,612.40
HR		Transfers from deposit accounts	£2,000.00
WR		Assoc. Mems	£0.00
Official documents, etc	£0.00	P in the P - Rushden Council	£0.00
Tractor Fuel	£0.00	Wayleave Consent - WPower	£0.00
Locks and Keys	£91.99	Socials	£0.00
BR		Water Licence	£0.00
GR			
HR			
WR			
Field / Property Maintenance	£36.16		
BR			£0.00
GR			
HR			
WR			
Website / Publicity	£0.00		
Professional Fees (accounts,etc)	£936.00		
Gifts / rewards / donations	£0.00		
Equip't Repairs & Servicing	£265.42		
Insurance and Safety	£532.55		
Hire of halls and refreshments	£0.00		
Equipment purchases	£0.00		
Field Steward rewards	£0.00		
E.ON	£26.00		
Officer (Sec/Tres) payments	£610.17		
Tax - HMRC Corp. & FCA	£35.00		
Key and share returns / refunds	£6.50		
Grafton Rd - refreshments	£0.00		
Party in the Park Talk / hall / raffle	£0.00		
Payment to Kings Seeds (orders)	£0.00		
Britton's Potatoes	£0.00		
Good gardening rewards	£0.00		
Bank charges	£0.00		
Transfer To Deposit	£0.00		
Misc Exp	£0.00		
Short	£0.00		
	£6,254.68		£4,281.80
Income over Expenditure	-£1,972.88		
	£4,281.80		
Balance as at 19/01/21			
Income and Expenditure Account at 31/10/21		Cash with Cashier	
HSBC Current Account	£3,781.61	HSBC Current Account	£1,808.73
Cash	£0.00	Cash	£0.00
Floats	£90.00	Floats	£90.00
Income over Expenditure	-£1,972.88		
	£1,898.73		£1,898.73
		Investment Accounts:	£172,308.69