

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

Minutes of the Management Committee Meeting Held on Monday 26 September 2022

This meeting was moved from 19 September 2022 to show respect for the funeral of HRH Queen Elizabeth II which was held on that date.

The Chairman opened the meeting at 7:32pm

Present:

| | | | |
|----------------|-----------------|----------------|-----------------|
| Russell Jarvis | RJ (Chair) | Dave Flook | DF (Vice Chair) |
| Pasq Di Salvo | PDS (Treasurer) | | |
| Anita Medlock | AM | Mark Cox | MC |
| Shane Webster | SW | John Lowe | JL |
| Anita Jarvis | AJ | Peter Swindley | PS |

Jayne Evans (minutes secretary)

Apologies:

Peter Wright

1. Minutes from Previous Meeting

All agreed – proposed JL seconded SW

2. Actions From Previous Meeting

| Date matter arose | Subject | Action required | Action taken | WHO | |
|-------------------|--|--|---|-----|-----|
| 14/3/22 | Creation of wildlife and pond area on HR field | Committee to meet with plot holders on HR field to support them to organise the creation of the wildlife and pond. | To remove from plan until trees arrive in November | ALL | WIP |
| 11/4/22 | Skip for WR | Find price to share with BR | To remove until skip needed | DF | WIP |
| 17/5/22 | Clear up Deposit | Action 1 - Rule relating to probationary period to be sent to committee members for consideration. | Action 2- completed. Action 3- implement Feb 2023 | RJ | WIP |
| 18/07/22 | Concealed entrance | Waiting for a plan from Highways Agency | To remove as this is now the responsibility of the Highways Agency | RJ | WIP |
| 18/07/22 | Replacement water tank on HR | To look for quotes from suppliers | Quotes obtained, 1 tank and 2 service boxes to be purchased | RJ | WIP |
| 15/08/22 | WR stand pipes | MC to be provided with the list of stand pipes with numbers | MC has been provided with the list. | RJ | COM |
| 15/08/22 | 3.1 item 1 | Details of size of greenhouse to be obtained before permission considered | Size has been confirmed, however, JL to ascertain if it is for a polytunnel or greenhouse | JL | WIP |
| 15/08/22 | New budget line | Line to be added to budget for WR water bill. | Line will be created in January 2023 | PDS | COM |
| 15/08/22 | Potato blight | Warning to be sent out re risk of potato blight expected on Thursday 18/08 | RJ reported this did not happen as the minutes were not received within 2 days and therefore, he did not action | JR | COM |
| 15/08/22 | bonfires | Request to members to refrain from setting bonfires during dry weather to be emailed and put on field gates | Email sent 16/08/22 | RJ | COM |

Discussion record**2.67 Clear up deposits**

Previous action dated 15/08/22 – 1- committee to look at the rule book, 2- RJ to send link to DF and JL for Drop box, 3- To arrange an SGM to be held in front of the next AGM in February, for the rule book changes so that the clear up deposit can be implemented as agreed at previous meeting.

1 the rule book doesn't really address people not looking after their plots and the probationary period currently stands at 2 years. Committee may want to change it to 3 months.

2-The links have been sent to the field stewards for them to trial the process of recording state of plot on handover which will give them time to sort out any problems before it is implemented.

Agreed Action 26/09/22 1 –RJ to send the rule about the probationary period to the committee in order to decide on the rule change. 2 – completed. 3 – action in February 2023

2.73 Water tank needed for HR

Previous action dated 15/08/22 -RJ to obtain quotes

Tank is £238.60 plus £53.10 for a service box – need 1 tank and 2 service boxes for HR. MC – we need a stand pipe along side too. JL has a tank that is too small to be useful. DF suggested JL put this tank which is in good condition alongside another small tank which will help the field members.

Agreed Action 26/09/22-agreement from committee to purchase x1 tanks and x2 service boxes

2.75 Washbrook Rd Stand Pipe list

Previous action dated 15/08/22 -RJ to provide MC with a list of the stand pipe numbers

MC has received the information from RJ via email after the last meeting. MC will do the work required on the standpipes in October

Agreed Action 26/09/22-completed – add the work which will be done by MC as a new action

3. Secretary's Report and Correspondence**3.1 Permission Requests**

| Item No | Date | Field | Members | Details of Request | Outcome |
|---------|----------|-------|---------|--|---------------------------|
| 1 | 15/08/22 | HR | | Greenhouse 6m x 3m | Still needs clarification |
| 2 | 08/09/22 | HR | | Greenhouse 2.5m x 1.9m | agreed |
| 3 | 22/09/22 | WR | | Permission to keep chickens | agreed |
| 4 | 24/08/22 | WR | | Greenhouse 6ft x 6ft | agreed |
| 5 | 22/09/22 | WR | | Shed 7ft x 5ft | agreed |
| 6 | 22/09/22 | WR | | Greenhouse 6ft x 6ft | agreed |
| 7 | 26/09/22 | BR | | brassica cage 5m x 5m x 2m | agreed |
| 8 | 26/09/22 | BR | | extend current greenhouse which is 2.5m x 2m but may reconsider replacing instead with a new larger greenhouse | agreed |

Permissions

3.1.1 JL to find out if the member wants to put up a large greenhouse or if he means a poly tunnel

3.2 Correspondence

| Item No | Date | Field | Member | Details of Correspondence |
|---------|----------|-------|--------|--|
| 1 | 08/09/22 | HR | | Request the review of the use of hosepipes. |
| 2 | 08/09/22 | - | - | Alison Tennant from Rowen Gate School – Request for help with <i>their</i> gardening with the children |

Details of correspondence

3.2.1 HR Member did not speak to JL prior to sending in his email. The member was concerned about use of electric pumps and wants to know if there is a time limit that someone can use the hoses as some people use the hose and the watering can to empty the trough at the same time. This stops the troughs further along the field from refilling. The new larger tanks that are going to be fitted should prevent this problem (item 2.73). The member who uses the electric pump fills up his IBC first and

then uses the pump to water his plot, however, there is no rule about this method of watering.

Members are not allowed to connect the pump to the mains. The committee to consider the cost of the water licence which is still £25 and has been this price for many years. Since more members have had licences on HR, the water use has dropped. When the licences are renewed, a reminder to be provided about being considerate when connecting hosepipes to the stand pipe especially during hot weather.

3.2.2 The society has helped the school previously with tools and compost. 2 members of the society (1 from BR and 1 from HR) used to help Rowan Gate, a 'special needs' school with their allotments pre-covid. One of them reported that she was being left on her own with the children which she found was unacceptable. Proposed AJ that the society says no to the request, DF seconded. Unanimous vote to say no due to the issues previously noted.

4. **Membership Secretary Report**

Waiting list stands at 67 Longest on waiting list = August 2021

5. **Bad Cultivation Warning letters**

| Warning Letters | | | | | | | |
|-----------------|-------|--------------------|--|--------------------------------|---|-----------------------------|-----------------------------------|
| Name | Field | Polite letter sent | Outcome | 1 st letter sent | Outcome | 2 nd letter sent | Outcome |
| | HR | 18/07/22 | No response | 19/05/22 | | 15/08/22 | Has returned key and left society |
| | HR | 19/05/22 | Needs 1 st letter | 18/07/22 | | | Has returned key and left society |
| | HR | 19/05/22 | keep monitoring until the beginning of the season 2023 | | | | |
| | BR | | | 19/05/22 | To come off list | | |
| | BR | | | 19/05/22 Resent 15/08/22 | Will be leaving the society – clearing plot | | |
| | HR | 18/07/22 | Can come off list as plot tidy | | | | |
| | HR | 18/07/22 | | 15/08/22 | No real difference so monitor for 1 more month | | |
| | HR | 15/08/22 | Crops have been planted- to monitor | | | | |
| | BR | 16/08/22 | | | Will be leaving society- clearing plot | | |
| | WR | | | 16/08/22 | Has returned key and left the society but not collected deposit | | |
| | WR | | | 16/08/22 | Has returned key and left the society but not collected deposit | | |

| | | | | | | | |
|--|--------|----------|---|----------|--|----------|--|
| | WR | | | 16/08/22 | Has done a little work – to be monitored | | |
| | WR | | | 16/08/22 | Has given up half of plot – to be monitored | | |
| | WR | | | 16/08/22 | Has done well, but concerned that will regress when goes back to sea | | |
| | WR | | | 16/08/22 | No work has been done – requires 2 nd letter | 27/08/22 | |
| | WR | | | 16/08/22 | Has strimmed plot but nothing planted – to monitor | | |
| | WR | | | 16/08/22 | Has not been to field – requires 2 nd letter | 27/08/22 | |
| | WR | | To continue to monitor | | | | |
| | WR | | To continue to monitor | | | | |
| | WR | 16/08/22 | Has returned key and left the society | | | | |
| | WR | | Needs 1st letter | | | | |
| | 71 WR | | Needs polite letter | | | | |
| | 84b WR | | Has not been to field-needs polite letter | | | | |

6. Treasurer's Report

INCOME:

Store sales added: GR £79.70
WR £0
BR £0
HR £109.00

SIGNIFICANT EXPENDITURE:

No significant spend this month.

Latest Bank Account Balances:

HSBC Community Account £993.18 (as per Treasurers Report)
Investment Accounts: Breakdown
HSBC Business Money £ 9,004.00
Barclays Premium Account £18,911.00
Redwood Account £63,730.00

United Bank

£81,295.58

Total in Investment a/c**£172,940.58** (as per Treasurers Report)

DF queried if the Rushden branch of the HSBC would be closing as this would mean the Field Stewards would need to go into Wellingborough to deposit money into the community account. PDS to make enquires.

7. Field Reports7.1. Highfield Road

5 plots available_– 2 were let on Saturday and JL noted on their paperwork that rubber tyres are not allowed on the fields because of the dangerous chemicals that are released from them when the rims are removed (arsenic and mercury). Discussion around prohibiting the use of carpet on the fields held too. Committee agreed to add these as prohibited items to the additional rules document.

7.2. Washbrook Road

Will be letting plots this week

7.3. Bedford Road

Nothing to report

7.4. Grafton Road /Small Holding

Nothing to Report

8. Store

Profit year to date = £2,070

9. Health and Safety

Nothing to Report

10.1 Items submitted prior to meeting

10.1.1 JL uploaded photographs on the Facebook pages to ensure members realise how much it costs when they leave a plot with a lot of rubbish on it. JL reports there have been some comments from members.

10.1.2 Minutes

Reporting sickness

RJ – reported that he did not know that JE had injured her leg and wanted to know why JE had not informed him that she wouldn't be attending the June meeting. JE-stated that she informed AM and MC on the day she was admitted into hospital while waiting for the ambulance and that after an emergency procedure in A&E followed by major surgery and morphine, she was too poorly to even work her phone for over 2 weeks. DF made a phone call (to JE's husband asking how she was) 2 days prior to the meeting to find out why May's minutes had not been issued.

PDS left the meeting at 9.03 PM

Drop box

RJ – requested JE to put minutes being worked on into the drop box as a fail safe if she was not around to complete minutes. He noted that JE had already updated the drop box.

Action plan table and discussion points

RJ- remove action item numbers as we don't need them. You are not using correct colours for the RAG system; you should also use blue if you are following Prince project management, I know as I'm Prince 2 trained and we don't need the RAG but use CF/ WIP/COM instead. JE -it is a simple RAG system to help the committee see the action status at a glance.

A vote was taken and 6 committee members (SW, JL, MC, AM, DF and PS) voted to keep the RAG colouring. 2 did not vote (AJ and RJ)

RJ-I will remove the colours when I print the minutes. RJ-You do not need the discussion points for each action, put it in the box. JE-I used to do that, however, you asked for the discussion points section to be added. RJ -yes because the table became too long.

JL left the meeting at 9.05 PM

Email 21/08/22

RJ - stated that his email was received by JE 90 seconds after he sent it. JE -stated that she saw RJ's email come into her mail box when it refreshed after she had sent out V2 of the minutes. JE – stated that she could prove that this was true as she had written an email to PDS in which she informed PDS what had happened and that she would add the time needed to do Russell's amendments to her next time sheet.

Origin of schedule

RJ-asked JE who had created the schedule table she had distributed on 22/09/22 as his virus software had identified it as being designed / owned by Grizli777 and that he had received other documents from Alan Martin with Grizli777 also in the 'thumb print' and that this showed they had been created on the same machine. JE-had no idea who Grizli 777 was, stated she had created the table herself, that she had never used Alan Martin's machine and that Alan had not used her machines and wanted to know what RJ was accusing her of- RJ did not respond. RJ went on to describe he how he had forensically examined the documents' 'meta data'.

Use of word

RJ offered to help JE with word as he had noticed she had physically typed up the numbers on the minutes and referred to a version of the AGM minutes in which that the numbers had needed to be amended.

Minute versions

RJ-wanted to know why JE had sent out V2 of the minutes and said that a V3 would follow and that this had confused SW. JE apologised to SW. JE-reported that she needed to get the updated version 2 out asap due to various hospital appointments coming up which meant she wouldn't have time to do any work for a while and all that she felt was needed to be added to V2 was a date from Russell which she had requested but not received and as this was a change it would be V3. AJ-we all have hospital appointments.

Distribution of minutes

RJ-wanted to know why JE didn't send the minutes by Wednesday (2 days after meeting). JE explained that she has to listen to the whole recording of the meeting to ensure that she has written the minutes accurately in order to reduce the number of amendments from RJ that are returned and that she doesn't charge the society for this time. A discussion between the whole committee followed when it was noted that previously the minutes submitted by the various secretaries were accepted other than the odd spelling mistake. DF-we should take the version JE types up as we talk. SW – its like the minutes are being forensically examined. JE asked RJ several times if he didn't think she was capable of writing the minutes; RJ did not reply. JE stated that she felt Russell had a hidden agenda which was to bully her into resigning from the post. Further discussion continued during which RJ stated that he didn't feel either candidate interviewed last year (JE and one other) were good enough. MC-you just want to do the minutes yourself Russell that's what it is. AM-yes, it's the only thing you aren't in charge of. During the discussion, RJ stated that he wanted to make the taking of minutes simpler for JE to help reduce amendments.

Schedule

RJ -stated he was confused by the schedule table JE had sent out on 22/09/22 and JE replied saying she had listed it in a simple version within the body of the email as she thought RJ would say this. RJ provided JE with a schedule that provides her only 2 days to send out V1 of the minutes giving the reason that this is adequate as she types the notes during the meeting. RJ stated that the schedule he produced was based on a discussion with JE at the last meeting when she agreed to send the minutes out 2 days after the meeting as they are typed during the meeting. This was not discussed with the committee, although MC considered 7 days to be fair to allow the minutes JE typed during the meeting to be tidied up checked for accuracy against the recording and sent out.

- 10.2** Items bought up at meeting
None.

26 September 2022

V4

Jayne Evans Minute secretary

Meeting Closed 9.30 pm

Date of next meeting Monday 17 October at 7:30pm

Signed _____

Counter signed _____

Date _____

| New Action Points from Meeting | | |
|--------------------------------|--|-----|
| Subject | Action required | Who |
| stand pipes on WR | Several to be repaired – plan to do this in October | MC |
| Rubber tyres and carpet (7.1) | To include in the additional rules document | RJ |
| Minutes schedule | Was not agreed at this meeting to carry forward to October | ALL |

| Rushden Permanent Allotment and Small Holdings Society Limited | | | | | |
|--|-----|-----------|--|----|-------------|
| Income and Expenditure Account | | | | | |
| Expenditure | | | Income | | |
| | | | Annual Rents | | 10,293.25 |
| Anglian Water | | 3,374.46 | New Rents | | 2,363.50 |
| | BR | | Floats for stores and rent day | | 11,875.30 |
| | GR | | Stores Sales | BR | 2,880.40 |
| | HR | | | GR | 5,469.75 |
| | WR | | | HR | 1,743.25 |
| | Hay | | | WR | 1,781.90 |
| Printing, Stationary and Postage | | 639.92 | | | |
| Asbestos Removal | | - | Ploughing, rotavating, topping | | 120.00 |
| Stores Purchases | | 8,937.67 | Rent card / website sponsorship | | - |
| Field Hours £ | | 1,316.78 | Donations from members | | - |
| | BR | | Machinery/accessory sales | | 29.00 |
| | GR | | Replacement/Additional key | | - |
| | HR | | Sales of pre-loved & ex stock | | 19.45 |
| | WR | | Seed Orders | | 39.60 |
| Field Machinery (Fuel) | | 170.34 | Brittons Potatoes | | - |
| | BR | | Misc Income | | 72,231.86 |
| | GR | | Transfers from deposit/investment accounts | | - |
| | HR | | Assoc. Mems | | - |
| | WR | | P in the P - Rushden Council | | 2.50 |
| Official documents, etc | | - | Wayleave Consent - WPower | | - |
| Tractor Fuel | | 298.91 | Socials | | 1,732.50 |
| Locks and Keys | | | Water Licence | | - |
| | BR | | | | - |
| | GR | | | | 107.66 |
| | HR | | | | 27.00 |
| | WR | | | | - |
| Field / Property Maintenance | | 266.38 | | | - |
| | BR | | | | 73.42 |
| | GR | | | | - |
| | HR | | | | 20.91 |
| | WR | | | | 172.05 |
| Website / Publicity | | 64.79 | | | - |
| Professional Fees (accounts,etc) | | 960.00 | | | - |
| Gifts / rewards / donations | | - | | | - |
| Equip't Repairs & Servicing | | 953.80 | | | - |
| Insurance and Safety | | 762.05 | | | - |
| Hire of halls and refreshments | | 230.00 | | | - |
| Equipment purchases | | - | | | - |
| Field Steward rewards | | 107.18 | | | - |
| EDI | | 1,899.10 | | | - |
| Officer (Sec/Tres) payments | | 35.00 | | | - |
| Tax - HMRC Corp. & FCA | | 9.25 | | | - |
| Key and share returns / refunds | | - | | | - |
| Grafton Rd - refreshments | | 256.95 | | | - |
| CCTV -Running costs | | - | | | - |
| Payment to Kings Seeds (orders) | | - | | | - |
| Britton's Potatoes | | - | | | - |
| Good gardening rewards | | 114.88 | | | - |
| Bank charges | | 77,730.00 | | | - |
| Transfer To Deposit/Investment accounts | | - | | | - |
| Misc Exp | | - | | | 98,206.96 |
| CCTV Installation | | 98,127.46 | | | - |
| | | 79.50 | | | - |
| Income over Expenditure | | 98,206.96 | | | - |
| Balance as at 16/09/2022 | | | | | |
| Income and Expenditure Account at 31/10/22 | | | Cash with Cashier | | |
| HSBC Current Account B/F | | 913.68 | HSBC Current Account C/F | | 993.18 |
| Cash | | - | Cash | | 90.00 |
| Floats | | 90.00 | Floats | | - |
| Income over Expenditure | | 79.50 | | | - |
| | | £1,083.18 | | | £1,083.18 |
| | | | Investment Accounts: | | £172,940.58 |