

# **RUSHDEN PERMANENT ALLOTMENT AND SMALL HOLDING SOCIETY LIMITED**

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

Register no. 3126R

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## **Field Minutes of the Management Committee Meeting Held on Monday 13<sup>th</sup> June 2022**

The Chairman opened the meeting at 7:30pm

### **Present:**

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Anita Jarvis	AJ	Peter Wright	PW
Peter Swindley	PS	Shane Webster	SW

### **Apologies:**

Pasq Di Salvo	PDS	John Lowe	JL
Anita Medlock	AM	Mark Cox	MC
Jayne Evans	JE		

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

All agreed

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

Date matter arose	Subject	Action required	Action taken	WHO	Status
18/10/22	Facebook Group	Identify moderators/admin from each field.	JL and MC allocated	RJ	Complete
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.	Meeting Held – see below	ALL	HR Members to continue
11/4/22	Skip for WR	Find Price to share with BR		DF	C/F
11/4/22	Field Hours Payment for Alan Pattison	Pay £10	DF has not seen the member. DF asked to remove action from minutes	DF	Complete
17/5/22	Clear up Deposit	Check Rule Book for amendment How and where to store photos of Plots		RJ RJ	
17/5/22	Kingsmead	Send Complaint letter respraying on our side of fence		RJ	Complete
	Emails	AM Requested that RJ supply emails AM sent RJ	Not discussed at meeting – AM requested it added		

### **Creation of wildlife and pond area on HR field**

- Meeting held with Committee Members and interested HR Members (7) at HR
- Member at Highfield Road to produce a rough plan
- Suggested by HR Member that “test pits” are dug to see if water will collect.

### **Clear up Deposit**

- RJ asked Committee Members to look at the rules that may need changing and consider the change.
- The “storage area” for photos of plots will be set up to “test” that it can be operated.

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

- WR Member – Response to warning letter
  - Member has decided to leave. DF to collect key
- WR Member wanted to post on Facebook that someone had rotovated her plot.
  - Explained to her that issues of this nature should be taken up with the Field Steward or emailed into the Society
  - DF has spoken to Member and is now content.
- HR Member – Replacement shed, new size 8x6 AGREED
- WR Member – Permission for Hay store 20ft x 12ft x 7 to 8ft height AGREED

**4. Membership Secretary Report**

Waiting list stands at 70

New members – WR 2, BR 1

Leavers – WR 3, HR 1

**5. Bad Cultivation 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			12/4/22		19/5/22	Left
	HR			12/4/22	Started to Work Plot Monitor		
	HR			19/5/22	Phone Call / email explaining situation Monitor		
	HR			19/5/22	No response	Send	
	HR			19/5/22	Leaving		
	HR			19/5/22	Leaving		
	HR					19/5/22	Expelled – Clearing plot
	HR	19/5/22	Plot Tidied Monitor				
	HR	19/5/22	Now Planting – Remove from list				
	HR	19/5/22	Plot Tidied Monitor				
	HR	19/5/22	Started to tidy - Monitor				
	HR	19/5/22	Plot Tidied Monitor				
	HR	19/5/22	Plot Tidied Monitor				
	BR			19/5/22	Plot Tidied Monitor, but has bought in sub soil onto plot		
	BR			19/5/22	No response	Send	
	BR			19/5/22	Tided Plot – Monitor, send further letter to		

					continue		
	BR			19/5/22	Tided Plot - Monitor		
	WR			19/5/22	Leaving		
	WR	19/5/22			Email – passed to DF (see above)		
	WR	19/5/22	Now Planting – Remove from list				

## 6. Treasurer's Report

### INCOME:

Store sales added: GR £1,227.10  
 WR £48.60 -3 x direct BACS payments in, have sent you the breakdown Dave.  
 BR £867.15  
 HR £392.95

### SIGNIFICANT EXPENDITURE:

2 x Growell invoices for stock purchases  
 (23/5) £2,250.48 & (28/5) £2,629.08

### Latest Bank Account Balances:

HSBC Community Account £1,972.58 (as per Treasurers Report)

### Investment Accounts: Breakdown

HSBC Business Money £11,502.60  
 Barclays Premium Account £18,909.58  
 Redwood Account £63,730.00  
 United Bank £81,295.58

**Total in Investment a/c £175,437.76 (as per Treasurers Report)**

## 7. Field Reports

- 7.1. Highfield Road  
 Nothing to extra to report
- 7.2. Washbrook Road  
 DF reported that the field is fully let
- 7.3. Bedford Road  
 Nothing to extra to report
- 7.4. Grafton Road /Small Holding  
 Nothing to extra to report

## 8. Store

Profit year to date = £1600

## 9. Health and Safety

Nothing to Report

## 10. Any Other Business

- 10.1. IBC sold by a Member to another member. It was not theres to sell. Came to light when owner (a leaving member) came to the field to sell to another member.  
 A discussion was held over options that the Committee could take. These were Expulsion or a strongly worded letter warning that further instances would result in Expulsion.  
 It was agree that a warning letter be issued.
- 10.2. Party in the Park – 9<sup>th</sup> July  
 PW offered to come and help man the stall
- 10.3. PW suggested that we communicate to members advice and warnings on possible crop issues.

14<sup>th</sup> June 2022

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Eg when Blight that can affect Tomatoes or Potatoes is in our area or conditions, as now, are such that there are blackfly are about to damage runner beans

Meeting Closed 9:10pm

Date of next meeting Monday 18<sup>th</sup> July at 7:30pm

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

Action Points from Meeting		
Subject	Action required	Who
Permission letters	Send as per list	RJ
Letters from Bad Cultivation Warnings	Send as per list	RJ
IBC Sold (10.3)	Warning Letter to be sent	RJ
Advice on possible crop issues (10.2)	Email Black fly warning	PW

14<sup>th</sup> June 2022

V2

## Appendix 1 - Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	1,160.60		Annual Rents	10,248.50	
	BR	271.83	New Rents	1,790.25	
	GR	9.60	Floats for stores and rent day		
	HR	374.44	Stores Sales	9,135.21	
	WR	470.60		BR	2,426.75
	Hay	34.13		GR	4,194.06
Printing, Stationary and Postage	555.33			HR	1,313.65
Asbestos Removal	-			WR	1,200.75
Stores Purchases	6,265.85		Ploughing, rotavating, topping	95.00	
Field Hours £	544.90		Rent card / website sponsorship	-	
	BR	75.74	Donations from members	-	
	GR	-	Machinery/accessory sales	-	
	HR	17.82	Replacement/Additional key	9.00	
	WR	451.34	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	89.34		Seed Orders	-	
	BR	53.32	Brittons Potatoes	-	
	GR	-	Misc Income	-	
	HR	19.01	Transfers from deposit/investment accounts	69,731.86	
	WR	17.01	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	-	
Locks and Keys	141.16		Socials	-	
	BR	13.00	Water Licence	1,182.50	
	GR	-			
	HR	101.16			
	WR	27.00			
Field / Property Maintenance	248.45				
	BR	64.94		-	
	GR	-			
	HR	20.91			
	WR	162.60			
Website / Publicity	-				
Professional Fees (accounts,etc)	960.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	895.80				
Insurance and Safety	532.55				
Hire of halls and refreshments	150.00				
Equipment purchases	-				
Field Steward rewards	-				
EDF	67.18				
Officer (Sec/Tres) payments	1,388.35				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	9.25				
Grafton Rd - refreshments	-				
CCTV -Running costs	171.30				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	74.86				
Transfer To Deposit/Investment accounts	77,730.00				
Misc Exp	113.50				
CCTV Installation	-				
	<b>91,133.42</b>			<b>92,192.32</b>	
<b>Income over Expenditure</b>	<b>1,058.90</b>				
	<b>92,192.32</b>				
<b>Balance as at 08/06/2022</b>					
<b>Income and Expenditure Account at 31/10/22</b>			<b>Cash with Cashier</b>		
HSBC Current Account B/F	<b>913.68</b>		HSBC Current Account C/F	<b>1,972.58</b>	
Cash	-		Cash	-	
Floats	<b>90.00</b>		Floats	<b>90.00</b>	
Income over Expenditure	<b>1,058.90</b>				
	<b>£2,062.58</b>			<b>£2,062.58</b>	
			Investment Accounts:	<b>£175,437.76</b>	