

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 Committee Meeting Held on Monday 15 November 2021Masonic Hall, Rushden

The Chairman opened the meeting at 7.33pm

Present:

Russell Jarvis	RJ (Chair)	John Lowe	JL
Shane Webster	SW	Peter Swindley	PS
Anita Jarvis	AJ	Pasqu Di Salvo	PDS (Treasurer)

Minute Secretary

Jayne Evans JE

Apologies:

Dave Flook DF (Vice Chair)

1. Minutes from Previous Meeting

Proposed Peter Swindley

Seconded Shane Webster

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

Action No	Date arose	Subject	Action Required	Action Taken/agreed at meeting	Person responsible	RAG status
2.5	17/03/21	Spare keys	To write to MC to find out where the WR keys are and why there is one set short		RJ	Action modified
2.8	17/03/21	Security fence and rubbish removal WR	Obtain quotes for fence and rubbish removal	DF to get quotes – review next meeting	DF	carry forward
2.20	19/05/21	Large metal container	To wait for WR member to get back to DF	Obtained cost – waiting for more information from member- review next meeting	DF	action in progress
2.28	22/07/21	Cost of Water Licence	Suggestions to be considered	To be decided along with rent review. To remove from action plan and add to treasurers plan	All	to remove from action plan
2.30	15/09/21	planting hedging tree saplings at WR	DF, SW & RJ to look again and make a decision	review next meeting	DF, SW and RJ	action in progress
2.34	15/09/21	Investment account	To apply for an account with Shawbrook Bank	Not possible so to try for an account with Redwood Bank	RJ and PDS	action in progress
2.37	15/09/21	HOPE Charity bins (for broken garden tools)	organiser knows committee agrees for one bin per field	Waiting for bins to be delivered	RJ	Remove from action plan
2.39	18/10/21	Tree for queensgreencanopy project	Field stewards to identify location on their fields	Review next meeting	DF, JL and RJ	Action in progress
2.40	18/10/21	Letter to member (HR)	Member to be informed society does not supply weed killer		RJ	Completed
2.41	18/10/21	Name on waiting list	Request AB check waiting list for a name and let SW know outcome	AB has checked and no person of this name is on the list – SW has been informed	RJ	Completed

2.42	18/10/21	Letter to leaving member (HR)	Member to be given option for Society to clear plot and to retain items in lieu of payment		RJ	Completed
2.43	18/10/21	Facebook Group	Investigate how the Society Facebook Group can be set up independently.	Review next meeting	SW	Action in progress

2.5 Discussion record (Spare Keys)

Previous action dated 18/10/21-review next meeting

Keys returned – no Washbrook Rd Keys and only 4 sets for other fields and should be 5. Dave may have the Washbrook Rd Keys, MC may have given the outstanding set to a previous committee member.

Agreed Action 15/11/21- to find out where the Washbrook Rd Keys are and the outstanding set.

2.8 Discussion record (Fencing and Rubbish on WR fence line)

Previous action dated 18/10/21-DF to look at this for the next meeting along with SW and RJ

DF not at this meeting

Agreed Action 15/11/21- review next meeting

2.20 Discussion record (Metal container for field use)

Previous action dated 18/10/21- review next meeting

DF not at this meeting

Agreed Action 15/11/21- review next meeting

2.28 Discussion record (cost of water licences)

Previous action dated 18/10/21- to re-visit alongside rent review in 2022

Agreed Action 15/11/21- to remove from Action Plan and put onto treasurers plan

2.30 Discussion record (Time for hedging tree saplings to grow)

Previous action dated 18/10/21-DF, SW and RJ to measure area that needs fencing/ hedging tree saplings
SW went to WR and looked at the area with DF – SW agreed with DF that it would be difficult to plant a hedge. SW also stated that he felt it would be difficult to carry heavy items over the area not fenced from the allotment field.

Agreed Action 15/11/21 – to look at the WR field again with DF.

2.34 Discussion record (Investment account)

Previous action dated 18/10/21-to apply for an account with Shawbrook Bank

Shawbrook Bank does not have an account that is suitable for the Society. RJ has spoken to Redwood Bank and it seems as though this bank may provide an investment account that can be used by the Society which has a 1.1% interest for one year

Agreed Action 15/11/21- RJ and PDS to apply for an account with Redwood Bank

2.37 Discussion record (HOPE charity bins)

Previous action dated 18/10/21-carry forward to next meeting

Waiting for the HOPE organiser to get back to RJ, may be waiting for a supply of the yellow bins

Agreed Action 15/11/21-waiting for the bins to arrive – to be removed from Action Plan

2.39 Discussion record (Queensgreencanopy)

Previous action dated 18/10/21 – Field Stewards to identify location on their field

Agreed Action 15/11/21- review next meeting

2.40 Letter to member to inform that Society does not supply weedkiller

Letter sent

Agreed Action 15/11/21 – to remove from Action plan

2.41 Name on waiting list to be checked

Previous action dated 18/10/21 – RJ to ask AB to check if there is a name on the waiting list

There is no-one of this name on the waiting list, SW has been informed

Agreed Action 15/11/21- to remove from the Action Plan

2.42 letter to leaving member

Previous action dated 18/10/21 – RJ to write to member and give the option of Society to clear plot and retain items in lieu of payment

Member has said they need to be off the field by second week in December due to moving house and that some items may be left on the plot.

Agreed Action 15/11/21- to wait and see what is left on the plot

2.43 Facebook Group

Previous action dated 18/10/21 –SW to investigate how the Society Facebook Group can be set up independently

SW informed committee by email that it is possible to create an independent group page. The page can be moderated if it gets out of hand. Discussion- it may put DF in a difficult position so the committee agreed to review at the next meeting. The set up design would need to be considered ie should non Society members have access or should it only be for members. The aim of the new Facebook Group would be to encourage dialogue about growing and cultivation. The committee feels that the existing Facebook Group is not well used.

Agreed Action 15/11/21-review next meeting

3. Secretary's Report and Correspondence

3.1 Permission Requests

Permission agreed letters from meeting 18/10/21 have all been sent

Item No	Date	Field	Details of Request	Outcome
1	15/11/21	BR	Poly tunnel – 6m x 2m	agreed
2	15/11/21	BR	Brassica cage – 6m x 2m	agreed

3.2 Correspondence

Item No	Date	Field	Details of Correspondence
3.2.1	20/10/21	HR	Member asked for someone to rotavate their plot
3.2.2	24/10/21	HR	Member will leave the Society
3.2.3	07/11/21	WR	Member will leave the Society
3.2.4	03/11/21		ALPH – information regarding bird flu – poultry are now on 'lockdown' as there is an outbreak of bird flu

3.2.1 – JL to talk to member about rotavating

3.4 Other Items

3.4.1 RJ stated that we could not discuss 2 items while JE was present at the meeting.

4.0 Member's Secretary Report – new members and leavers

Field	New Members	Field	Leavers
HR	3	HR	1
BR	2		
Associate	1		

4.1 Vacant plots and number of applicants needed

Field	Number of vacant plots	Number of current prospective members field steward already has	Number of new applicants needed from membership secretary
HR	0	3	0 as already has 3 packs
WR	unkown		
BR	0		
GR	0		

4.2 Waiting lists

Number on list (as of 12/11/21)	Date of longest on list
92	October 2020

5.0 Warning letters

Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
HR			Sent July	To continue to be monitored		
HR			Sent July	To continue to be monitored		

WR	Modified sent July		Sent October	Wait for DF to provide update		
WR	Sent in September		Sent October	Has left the field, DF to collect keys		
WR	Sent in September	To monitor		Wait for DF to provide update		
HR			Sent in September	Has been cleared up plot. Asking for plot to be rotavated		
BR		RJ has already spoken to her – if no improvement will send 1 st letter	Sent in September	Has cleared up plot now		
WR	Sent in October	Wait for DF to provide update				
HR			Sent in October	Will be leaving the Society		

6.0 Treasurer's Report (Appendix 1)

The financial accounts have gone for auditing by the accountants (Dentons) so should be back by next month.

INCOME:

Store sales added:

GR £162.25
 WR £ 36.40
 BR £ 89.80
 HR £ 0

EXPENDITURE:

King Seed Supplier £1,452.60 paid on 26 October re seed catalogue sales from allotment holders
 Brittons £954.60 paid on 27 October re potato sales (some profit is made which we use to buy some stock for sale at the shop)

Latest Bank Account Balances:

HSBC Community Account £826.15 (as per Treasurers Report)

Investment Accounts: Breakdown

HSBC Business Money £ 3,502.15
 Barclays Premium Account £ 18,908.64
 Triodos Account £ 63,702.68
 United Bank £ 81,295.58

Total in Investment a/c £167,427.05 (as per Treasurers Report)

Investment account (2.34)

It may be possible to open account with Redwood Bank

7.0 Field Reports

7.1 Highfield Road

The lock from the front gate went missing and JL put a notice on the gate for it to be returned (which has not happened). A spare lock is now being used, however, JL does not have any spares now. RJ to provide JL with a spare lock.

The corner that had been cleared in the summer and allocated as plots hasn't been very successful so the two members have been moved to other plots. The area is two 7 pole plots and the concrete pathway isn't good either. If the area was put back to grass, it would be fairly easy to maintain by cutting with the ride-on mower. The queensgreencanopy tree could be planted on the area. Some members have suggested that a pond is created as the area floods in the winter although this may possibly be a risk to children. It is

important to ensure that the area is not used as a dumping area as it has previously been used by some members to get rid of household waste as well as field rubbish. A notice needs to be put up stating that anyone who is found to be using the area as a rubbish dump will be removed from the society.

7.2 Washbrook Road

Nothing to report

7.3 Bedford Road

Nothing to report

7.4 Grafton Road /Small Holding

Nothing to report

8.0 Store

Will be open Saturday 20 November and the first Saturday in December. Kings seeds have been distributed

9.0 Health and Safety

Nothing to report

10.0

10.1 items put forwards prior to the meeting

None

10.2 items put forwards during the meeting

10.2.1 Cost of field keys

Currently £3 – this is returned when members leave the Society.

The cost for cutting a key is now a lot more than £3 – it was suggested that new members should pay £10 deposit for a key. There is the opportunity to communicate to existing members that the cost for a replacement key will also be £10 when the information is sent out for the AGM. The locks are changed periodically and the cost is in the £100s as the locks themselves are over £80.

Proposed by JL and seconded by SW. Voted unanimously to adopt the new price.

10.2.2 Potato orders

SW enquired why we had to put in the orders so early – this is to ensure that the Society is able to obtain the orders that the members place from Brittons. The Society has approximately 450 nets ordered per year as well as a few extra sacks that are sold in the shop so the order is large. There are a lot of varieties that members can choose from although this year there was a crop failure for some varieties.

10.2.3 Suggestion for a Society Calendar (SW)

The Society could produce a calendar for sale – would need a print run of 200 to be able to sell for a decent price. We would need to let members know in advance so that they can take photographs throughout the year. It could include reminders of when rent day is, when seed and potato orders etc need to be placed. It may also include information about when to plant certain crops and sow seeds.

10.2.4 Communal recycling area (SW)

RJ explained that this has been previously investigated a few years ago and at the time if a field had a communal composting site, the council stated that the society would need to have a licence, and provide assurance that it would be managed and expressed concerns if it was large site, it could attract rats. However, as the 'mood is changing' and becoming more ecologically friendly, it may be possible to create a communal composting site on each field now. SW to investigate what the current regulations are. It was suggested that members could help with it.

It was also suggested that each field could also have a recycling area where members could put cardboard and other items which may be of use to other people on the field. Spare flower pots are put next to the gate at some fields and members help themselves. The Society cannot pay for skips and there is also a risk that members would bring rubbish from home. PS informed the committee that Biffa bins cost more than the council green waste bins emptying.

8:50pm - JE left the meeting so that the committee could discuss correspondence from two members

10.2.5 Unknown Stable Hire Invoices

- RJ received 2 invoices by post from Stable Hire addressed to the Society with R Jarvis's name on them on Saturday 23rd October.
- On Monday 25th October the invoices were returned to Stable Hire informing them that these invoices were not belonging to the Society.

- RJ sent an email on the 26th October to the Committee informing them of the invoices. RJ did NOT know who was responsible at this time. RJ just returned them to Stable Hire to investigate.
- DF had asked by email when I did RJ receive the invoices. Which RJ replied to.
- On the 28th October, Stable informed RJ that a member of the Society had hired the equipment.
- Member emailed the Committee on the 8th November complaining of the "tone" of the original email sent out by RJ.
- RJ questioned why the member had not informed the Committee on the 26th October or soon after the email sent out by RJ.
- **Action** - RJ has notified all the Society's regular suppliers that we will confirm orders in writing in future.

10.2.6 **Letter from member - GDPR**

- Letter from member with a complaint regarding the theft of the Chairman's report and list of new members at the AGM.
- Member has complained that they were not been informed.
- Details of the theft have been given to the ICO.
- The ICO consider the data loss to be of "low risk".
- **Action** - A reply letter to this effect to be sent to member

10.2.7 **AGM and Rent Due by Date**

- AGM date has been set for the 15th February 2022
- Rent Due by date has been set for the 19th March 2022
- Notification of details to the members will be sent out in December 2021

Meeting Closed at 9:20pm

11.0 Dates of next Committee Meeting

Masonic Hall (in the bar) Monday 13 December 2021 7.30PM

New Actions from this meeting		
Subject	Action Required	Person Responsible
Spare lock for HR (7.1)	JL to be provided with a spare lock for the HR front gate	RJ
Key price (10.2.1)	To let members know of the increase in cost of replacement keys when the information about the AGM is sent to members in December	RJ and PDS
Communal compost making facility (10.2.4)	To investigate if each field could have a communal composting area.	SW
Letter from member - GDPR	Reply letter to this effect to be sent to member	RJ

Signed _____

Counter signed _____

Date _____

Appendix 1 - Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	21.55		Annual Rents	-	
BR	-		New Rents	-	
GR	-		Floats for stores and rent day		
HR	21.55		Stores Sales	23.00	
WR	-		BR	-	
Hay	-		GR	23.00	
Printing, Stationary and Postage	-		HR	-	
Asbestos Removal	-		WR	-	
Stores Purchases	-		Ploughing, rotavating, topping	-	
Field Hours E	-		Rent card / website sponsorship	-	
BR	-		Donations from members	-	
GR	-		Machinery/accessory sales	-	
HR	-		Replacement/Additional key	-	
WR	-		Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	-		Seed Orders	-	
BR	-		Brittons Potatoes	-	
GR	-		Misc Income	-	
HR	-		Transfers from deposit accounts	-	
WR	-		Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	-	
Locks and Keys	36.80		Socials	-	
BR	-		Water Licence	-	
GR	-				
HR	36.80				
WR	-				
Field / Property Maintenance	54.00				
BR	54.00				
GR	-				
HR	-				
WR	-				
Website / Publicity	-				
Professional Fees (accounts, etc)	-				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	-				
Insurance and Safety	-				
Hire of halls and refreshments	-				
Equipment purchases	-				
Field Steward rewards	-				
EDF	1.82				
Officer (Sec/Tres) payments	-				
Tax - HMRC Corp. & FCA	-				
Key and share returns / refunds	-				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	-				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	-				
Misc Exp	-				
CCTV Installation	-				
	110.53			23.00	
Income over Expenditure	- 87.53				
	23.00				
Balance as at 12/11/21					
Income and Expenditure Account at 31/10/22			Cash with Cashier		
HSBC Current Account B/F	913.68		HSBC Current Account C/F	826.15	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 87.53				
	£916.15			£916.15	
			Investment Accounts:		
			£167,427.05		

Appendix 2 - Year End report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	3,457.43		Annual Rents	12,335.07	
BR		1,007.90	New Rents	1,884.70	
GR		93.66	Floats for stores and rent day		
HR		844.12	Stores Sales	15,365.88	
WR		1,479.76	BR		4,598.46
Hay		31.99	GR		4,507.22
			HR		2,317.45
			WR		4,142.75
Printing, Stationary and Postage	400.39				
Asbestos Removal	3,360.00				
Stores Purchases	18,013.61		Ploughing, rotavating, topping	108.75	
Field Hours £	1,516.88		Rent card / website sponsorship	-	
BR		229.57	Donations from members	-	
GR		44.36	Machinery/accessory sales	-	
HR		941.34	Replacement/Additional key	3.00	
WR		301.61	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	242.50		Seed Orders	1,452.67	
BR		100.65	Brittons Potatoes	1,110.50	
GR		-	Misc Income	1,617.40	
HR		54.57	Transfers from deposit accounts	19,500.00	
WR		87.28	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	206.10		Wayleave Consent - WPower	2.50	
Locks and Keys	298.31		Socials	-	
BR		63.04	Water Licence	1,400.00	
GR		36.99			
HR		99.30			
WR		98.98			
Field / Property Maintenance	3,214.47				
BR		46.97			
GR		43.27			
HR		579.18			
WR		2,545.05			
Website / Publicity	64.79				
Professional Fees (accounts, etc)	936.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	408.10				
Insurance and Safety	762.64				
Hire of halls and refreshments	129.50				
Equipment purchases	4,222.51				
Field Steward rewards	300.00				
EDF	111.16				
Officer (Sec/Tres) payments	2,629.08				
Tax - HMRC Corp. & FCA	893.00				
Key and share returns / refunds	13.25				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	255.53				
Payment to Kings Seeds (orders)	1,452.60				
Britton's Potatoes	954.50				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	12,500.00				
Misc Exp	20.00				
CCTV Installation	1,481.05				
	57,843.40			54,975.47	
Income over Expenditure	- 2,867.93				
	54,975.47				
Balance as at 29/10/21					
Income and Expenditure Account at 31/10/21			Cash with Cashier		
HSBC Current Account B/F	3,781.61		HSBC Current Account C/F	913.68	
Cash	-		Cash	- 0.00	
Floats	90.00		Floats	90.00	
Income over Expenditure	- 2,867.93				
	£1,003.68			£1,003.68	-£0.00
			Investment Accounts:	£167,427.05	