

# **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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## **Minutes of the Management Committee Meeting Wednesday 19<sup>th</sup> August 2020**

The chairman opened the meeting at 7pm

Present:

Russell Jarvis	RJ	Dave Flook	DF	
Anita Jarvis	AJ	Anita Medlock	AM	
Mark Cox	MC	Keith Jackson	KJ	
Angela Ballarano	AB	Pam Clark	PC	
Peter Swindley	PS	Ray McDonnell	RM	Pasqualino Di Salvo PD

### **Apologies:**

Dave Craker	DC
Shane Webster	SW

The minutes for 15<sup>th</sup> July 2020 discussed and will be signed at the next meeting on 16<sup>th</sup> September after some adjustments are made.

<b>Action points Meeting July 2020</b>		
<b>Subject</b>	<b>Action required</b>	<b>Action Taken</b>
Treasurers Report		
Secretary's report and Correspondence	Members complaint- RJ to speak to member	RJ was unable to speak to the member
	Members letter regarding use of the Society name on receipts and documents	AB Replied to say that all documents would now be stamped
	Members letter – size of plots	AB replied that there was no intention to remeasure all of the fields
Field Reports		
Washbrook Road	DF requested £5 reward voucher be sent to member	
AOB	Arrange interview for Treasurer	AB. – emailed arrangements 20/07/2020
	Committee requested access to	AB – forwarded copies to

	emails	Committee (not very successful)
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## **Secretary's Report and Correspondence**

14/07/2020 to 15/08/2020

1. 03/08/2020 Member has still not been informed as to what the complaint against him was and wants to know in advance of any meeting. The matter has not yet been resolved. - **The Committee voted to send him an apology and to drop the complaint.**
2. 03/08/2020 Members letter – width of road/damage to tyre complaint. Did the reimbursement of the cost of the tyre go to a vote? – **The committee voted unanimously to not reimburse, and that the area had been cleared. Email sent 20/08/20**
3. 31/07/2020 Member wants to ask the committee whether the Society should be responsible for maintaining rented sheds. – **no we are not responsible, and rent is only charged if the shed is sound. Email sent 20/08/20**
4. 11/08/2020 – Noise complaint letter from East Northants Council. There has been a complaint about a cockerel crowing on Highfield Rd – **RJ to go to field and see where the cockerel is. If it can not be identified then to email the field with details of the complaint and a request that they are kept in a coup until a reasonable hour in the morning. AB phoned the Council 19/08/2020 to let them know we are looking into it.**

### Permissions

- 29/07/2020 – BR wants small plot to keep hens and ducks (member 3 yrs)  
 20/07/2020 – BR wants greenhouse 6x4 or 6x6 polycarbonate  
 22/07/2020 – BR wants shed 8x6 and greenhouse 8x6 and storage for small trailer  
 08/8/2020 – HR wants greenhouse 193cm x 247cm  
 12/08/2020 – HR wants polytunnel 6m x 3m  
 19/08/2020 – WR wants polytunnel and shed  
**All permissions granted and replied to by email 20/08/2020**

### Items carried forward from last months meeting:

#### 1. Communications

PC requested that emails should be used to communicate throughout the month and not keep all issues till committee meetings. Especially if it is something that can be dealt with quickly. She stressed the importance of the conversations following on them same thread throughout.

PC proposed

AM seconded the request that DF had access to the email account in addition to AB and RJ

Voting was 5 For, 5 against, 1 abstained

2. Covid situation

PC requested it be noted that the Grafton RD shop was open against the committees wishes at the beginning of the Covid epidemic in March. That we had a duty of care to our elderly members.

DF and RJ said that they had been happy to work under the Government Guidelines and serving outdoors until the time it was decided to close the Store.

RJ did state in the meeting that if we had not opened the stores our members would have been forced to go to the garden centres, that were still trading at that time. Members appreciated that DF and RJ had continued to open the store.

3. Clarify people's positions and responsibilities

PC proposed

DF and MC seconded

- that responsibilities should be divided and defined
- That the chairman should oversee the running of the Society and should run his Field
- That DF should mirror the Chairman in all decisions
- That the running of the shop be by a volunteer group

AB asked PC if she would compile a list of positions and responsibilities for the next meeting.

4. Security/Alarms

PC brought along a security monitor to demonstrate. The cost for 5 would be £401.25 including outdoor cover and preloaded SIM card.

It had already been proven to give an early warning of trespassers at WR in a previous incident. Her question was did all the fields want them?

It was agreed that she would test one at WR and bring more details of the workings to the next meeting.

5. Shop - see points 2 and 3 above.

Also added was a discussion about the costing of the compost that was recently increased to £4.50. RJ still suggested that it should have been left at the lower price. The rest of the committee were happy with the higher price.

6. Bank account - **carry over to next meeting**

7. Use of tractor log – **MC wanted it noted that he was making a 2<sup>nd</sup> request to see the tractor documents**

8. Costing of tractor – was discussed in July's meeting

9. Tractor shed – **carry over to next meeting**

10. Explanation about going to Bedford Road – **carry over to next meeting**

11. Keys to all fields and two keys for shop/tractor shed/safe – **carry over to next meeting**

12. Mask for DF strummer - Agreed that DF should purchase a new mask

13. Ride on mower for DF – **carry over to next meeting**

**Any other Business:**

**Treasurers Report - August**

Water bills paid for Haydon Road, £23.00 and Grafton Road £45.33  
Hours for AB, DF and RJ paid  
Tractor Insurance paid £230.43

## **Field Reports**

### **Highfield Road**

- Dave Craker is standing down as Field Steward. To advertise for a replacement and work out the details of how a non committee member will be able to run the field.

### **Washbrook Road**

- Nothing to report

### **Bedford Road**

- Further discussion and clarification of the road plainings required for BR an HR
- Scoop hire
- 100 tonne for BR
- 60 tonne for HR at cost of £21.60 per tonne (as not now available at £17)
- Proposed by RJ. Seconded by RM/ AC and unanimous vote to go ahead

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

- Nothing to report

**Store/Rota** Due to re-open on Saturday 19th September to coincide with onion/potato and seed orders

## **Health and Safety**

- Nothing to report

## **Any Other Business**

**Meeting Closed 21.45**

**Date of next meeting   Wednesday 16<sup>th</sup> September**

Signed \_\_\_\_\_

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

Date \_\_\_\_\_