

# **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 4<sup>th</sup> November 2020**

### **Attended:**

Russell Jarvis	RJ	Dave Flook	DF	Ray Mc Donnell	RM
Anita Jarvis	AJ	Mark Cox	MC	Pasq Di Salvo	PD
Peter Swindley	PS	Pam Clark	PC	Shane Webster	SW
Angela Ballarano	AB				

### **Apologies:**

Anita Medlock AM

This is an additional meeting that has been called to clear the items which were not covered at the meeting on Wednesday 21<sup>st</sup> October. These items have been carried forward for several meetings.

### **Warning letters**

Name	Field	Polite letter requested/sent	Outcome	1 <sup>st</sup> letter requested / sent	Outcome	2 <sup>nd</sup> letter requested / sent	Outcome
	HR			25/06/2020	Email reply received 29/06/2020	09/11/2020	
	HR	Sent 26/06/2020		27/07/2020	monitor	09/11/2020	
	BR			03/10/2020	Emailed to say wants to stay 07/10/2020		

### **Treasurer's Report – not discussed**

### **Field Reports – nothing to discuss**

Highfield Road

Washbrook Road

Bedford Road

Grafton Road /Small Holding

### **Store/Rota**

RJ – a compost order has been put in

Shop to remain open throughout this second lockdown. Voted - Unanimous yes

### **Health and Safety – not discussed**

## **Any Other Business**

### **Items carried forward from last months meeting:**

- Use of Tractor log
- Tractor shed
- Explanation about going to Bedford Road
- Keys to all fields and two keys for shop/tractor shed/safe
- Ride on mower for DF
- Products for shop
- Repair/replace Hedge trimmer

### **Tractor log**

MC – wants complete log of tractor use and where it has been/ fuel/ etc.

He presented a draft copy of a proposed log of use sheet to be kept at GR with the Tractor.

It was then also proposed that it should also include a log of the maintenance, service and vehicle check list which would be completed each time before it was used.

Date / Time from and to / Reason for Use / Hours / Oil / Fuel / Name / Signature

PC and MC– suggested a vehicle check list

RJ – stated that if we have a tractor log, then we should have one for all the Societies equipment.

Proposed MC seconded PC -

- Field stewards are requested to give AB an inventory of all equipment

### **Tractor shed**

MC – stated that the Tractor shed should be rendered and the guttering replaced.

He said that the original build was supposed to be rendered, but it is not and it was never completed to a satisfactory standard and was never followed up to get put right.

He says that it leaks even though only 3 yr old and that the £16000 was not

RM - Says the £16000 shed not up to standard

AJ suggested to get independent quote

Any guarantee? RJ to check

DF says building inspector to come out and look. He originally wanted old shop converted to shed and new shop built.

PC- to get shed inspected . Proposed MC seconded SW - unanimous vote to go ahead with arranging a building inspector to view the tractor shed.

### **Explanation about going to BR**

MC - apologised for coming up to fix Alan Martins tap. He did not mean for it to appear to take over or to cause problems.

### **Keys**

### **Keys for shop and Tractor shed**

MC – proposed that the shop and the Tractor shed at GR have two padlocks so that so that two people have to open up to get into the store or to take deliveries ie) padlock A and padlock B. This is to ensure no accusations of stock being unaccounted for and also for health and safety reasons.

AJ - says does not think it will work.

Compost had gone missing in the past.

SW - How often stock check – RJ - previously at year end, but has been changed to monthly.

MC - Proposed PC- seconded 2A & 2B padlocks and keys for the shop and tractor shed, so that 4 people have keys. Voted - 5 for 1 against 2 Abstain

RJ and DF to buy 2 locks each

### **Keys for fields**

MC – Proposed that all committee members who want to, may have keys for all fields. This is so that if needed in an emergency someone from the committee could get to the field quickly.

RJ – wants that to go to AGM agenda.

RM – does not want a key. That's what steward is for.

MC – said that it should not to go to AGM prop 5 against, 2 for, 1 abstain

MC – proposed PS – seconded. Voting was 5 for, 2 abstain, 1 against

DF – to organise spare keys for WR.

RJ - to organise BR and HR keys.

MC and PC and PS want the additional gate keys

PC - suggested security padlocks for field gates – bring to next agenda

SW - Alarm CCTV to add to next agenda

### **Ride on mover for DF**

MC proposed PC seconded that we buy a 2<sup>nd</sup> hand metal Haeta Briggs and Stratton mower @ £1000.

Voted - 6 for 2 abstain

RJ – to speak to insurance broker regarding the stolen ride on mower from HR. £150 excess.

RJ- says there is not as much grass to cut as at HR 50 thousand sq. ft grass or BR has 47.5 thousand sq ft.

AJ – says BR done by hand 3hrs every week

DF – says uses hand mower for part of the field, but leaves the rest as there is too much to do with a hand mower.

### **Products for the shop**

PC – members to be able to order plant plugs from Brittons through the Society, similar to how we put in potato orders.

PC proposed MC seconded. Voted unanimous yes.

RJ - to find out prices from Brittons

SM – suggested source inexpensive tools to sell in the shop

MC – find out if Stable hire will give us discounted hire

### **Hedge trimmer BR**

RJ - Says is 14yrs old, head needs replacing (MC will look to repair old one too)  
£229 to replace head

RJ proposed, Voted - Unanimous go ahead and buy new head.

**Meeting Closed 21.00**

**Date of next meeting Wednesday 18<sup>th</sup> November**