

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

Field Minutes of the Management Committee Meeting 17th June 2020 at Grafton Road

The chairman opened the meeting at 7:00pm

Russell Jarvis RJ	Dave Flook DF
Anita Jarvis AJ	Anita Medlock AM
Mark Cox MC	Peter Swindley PS
Keith Jackson KJ	Pam Clark PC
Shane Webster SW	Ray McDonnell RM

Angela Ballarano AB

Apologies:

Dave Craker DC Keith Jackson KJ

Due to the Covid 19 restrictions a committee meeting has not been held since 12th February 2020.

The content of the meeting that is minuted here, therefore, covers the period from 13th February to 17th June.

However, due to the amount of issues to be discussed, some of the agenda has been carried over to the next meeting.

The minutes for the 12th February 2020 discussed and agreed.

Proposed RJ
Second DF
All Agreed

Action points from 12th February 2020				
Subject	Date received	Action Required	Who	Completed
Treasurer's report	12/02/2020	Address to be changed on the rent demands from Dee Smith	RJ	Completed RJ
Emails received and Secretary's Correspondence				
Member keeping ferrets	01/02/2020	Email to decline permission	RJ	Email sent 13/02/2020

Catherine Young re: RHTS VE Day		Email to say we are unable to attend	RJ	Email sent 13/02/2020
Member at HR giving up plot:	11/02/2020	DC to be informed		Left 14/02/2020
Member at HR giving up plot:	08/02/2020	DC to be informed		17/06/2020 still not left
Field Reports				
Highfield Rd - field report		Email members and put up signs asking members not to drive on the grass	RJ	Completed RJ
Washbrook Rd - field report	12/02/2020	Remove shed and water licence of member	RJ	Completed RJ
	12/02/2020	DF stated that a member was not receiving emails. Check email address is correct	RJ	Not completed yet
Bedford Rd - field report				
Grafton Rd - field report				
Health and Safety	12/02/2020	Insurance certificates handed out by RJ to field stewards to put up in the society depots	RJ, DF, DC	
Any other business				

Secretary's Report and Correspondence

1. Email : 12/02/2020 Member at HR requested that another members plots be amalgamated with his before next rent day as she was giving up her plots - **completed RJ**
2. Email: 20/02/2020 Rushden and East Masterplan consultation to be replied by 23/03/2020 - **The consultation has been delayed, we will need to re read and discuss the plan once it restarts.**
3. Email: 23/02/2020 Member will sort out wind damaged flattened shed asap - **acknowledged**
4. Email: 24/02/2020 Resident backing on to Highfield Road site complains of flood water running from the allotments and flooding his garden in bad weather. He has emailed again on the 13/04/2020 asking for an urgent reply to the damage being caused. **As the email was from almost 4 months ago when we had the worst wet weather for a long time, it has been agreed to nothing for the time being as the problem will no longer be there.**
5. Email: 25/02/2020 BR member giving up one of his two plots **completed RJ**
6. Email: 28/02/2020 BR member giving up plot **completed RJ**

7. Email: 06/03/2020 member change of address **completed RJ**
8. Email: 14/03/2020 Celebrate Rushden - event still being planned for June, but under the current Covid19 situation we have decided to decline the invitation to speak this year- **19/03/2020 event now cancelled**
9. Email: 15/03/2020 Non member wanted land to rent or sell for enclosed dog walking **no reply was sent, leave for now as 3 months ago**
10. Email: 18/03/2020 HR member giving up his plot **completed RJ**
11. Email: 21/03/2020 incorrect email address for member to be amended **completed RJ**
12. Email: 23/03/2020 HR member will clear her broken fence once he is able to come out
13. Email: 27/03/2020 BR members giving up their plot. Another member will store items left on the plot until after the travel restrictions have been lifted - **Still not left their plot**
14. We have had 17 new requests for allotments since 10th April! It seems everyone is keen to get outside and get growing their own. Needless to say our waiting list is growing too.
15. There is mixed feelings about an outside gathering for a committee meeting, 4 for, 4 against, 1 I have had no comment from and obviously DC is still too poorly. The same mixed response about meetings via Zoom although I don't have your numbers of for or against.
16. Requests for up to date members lists for Facebook administrators - **Up to date members list was emailed to PC and AM on 05/06/2020**
17. 18/05/2020 Member request to erect two greenhouses at HR, he says he had already had permission by DC a couple of months ago - **all completed**
18. 20/05/2020 Non member complaint about overgrown plot encroaching on his garden at GR. His wife has a plot at WR. He would take it if it is free, or will volunteer to help clear it. - **The plot has now been cleared AB will email to confirm and explain there is a waiting list if wants a plot**
19. 25/05/202 BR member permission for greenhouse instead of previously agreed polytunnel - **permission granted**
20. 27/05/202 BR member permission for a water license to fill a 1000 Ltd water tank at BR - **permission granted and installed**
21. 31/05/202 BR member clarification on when bonfires are allowed, and who he has to notify - **AB to email the Societies Bonfire information sheet.**
22. 27/05/2020 HR member advised that a 1000ltr tank had been emptied twice in one day at a plot near his. His concern was regarding the £25 water license being adequate - **AB to email advising that the water license costs do cover this type of use**
23. 28/05/2020 HR member permission for 3m x 3m polythene greenhouse and a water license to fill water butts - **permission granted**
24. 28/05/202 Two members advised there had been a non member on HR field in a silver van - **was reported to the police 29/05/2020**
25. 31/05/2020 HR member requesting a water license and also is the skip near by communal? - **Permission granted and skip now gone (not communal)**
26. 02/06/2020 WR member asked if it was possible to have car ID badges? **Car badges had been trialed at WR, consider re-advising members to use them. Also let members know what to do if there are concerns of illegitimate entry, ie who to call**
27. 05/06/2020 HR member was approached by a resident to ask if he could come in and clear a plot that had grown over his residential fence **plot has now been cleared**
28. 08/06/2020 BR member requested clarification of boundary area of her plot at BR - **RJ re-measured plot and discovered it is smaller than she has been charged for. A back dated refund of £15 will be paid to her**
29. 13/06/2020 BR member wants bigger greenhouse, and give his existing one to another member - **permission granted**

Treasurer's Report

March/ April 2020

- John Bowerman resigned on the 23rd March. He sent out a set of accounts up to this date.

- The accounts will have to be audited by our accountants. RJ has therefore started a new set to run from the 24th March.
- There is a discrepancy in The accounts up to the 23rd March.
- There are 34 rents outstanding as of 9th April, this does not include those members who are in isolation but not paid. List passed to field stewards - **20/05/2020 rents have now all been paid**
- RJ has started to redirect all bank and invoices. He has found that most addresses had not been changed to John Bowerman - **17/06/2020 addresses now been changed RJ**
- The utility companies have set us up with internet access to supply our own readings and manage our accounts - **completed RJ**

May 2020

- 2 Water bills have been paid this month, Hayden Road £13.32 and Grafton Road £16.16
- Hours for DF, RJ and AB paid
- Bank Accounts addresses and mandates changes are on going
- All rents are now paid
- MC has £80 from the Society to pay for the 2nd load of road plainings for Washbrook Road - awaiting receipt to be sent in.
- Dave Flook and Angela Ballarano have processed paperwork to become signatories on the bank account - **committee agree to the extra two signatories. Proposed PC seconded RM**
- Copies of accounts are attached

June 2020

- Water bills have been paid, Morris Avenue £90.24, Bedford Rd £123.40 & £18.71
- E.On credit refund of £31.06
- Hours for AB, DF & RJ paid
- Bank accounts addresses and mandate changes are on going
- HSBC are doing a 'Safeguard review' of our account. The bank has asked 'who do you consider are the individuals or entities that control the organisation?' **Answer from the committee that it is the signatories. Informed that they may be asked to provide 'Proof of identification'**
- It has been requested that John Bowermans email from 29/04/2020 regarding final accounts be minuted - **AM proposed we should reply to Johns email, MC seconded. RJ stated that as John had suggested we just write off the £40 discrepancy, that he would not be responding again.**
- Bank mandate to be approved at the meeting and recorded in the minutes. **It was voted to accept DF and AB as new signatories on the Bank mandate**
- **Petty cash discrepancy.** The break down that JB supplied all of you is incorrect. He has reported that there is a float allocated to Bedford Road. Accounts show that Floats were issued for Grafton Road, Washbrook Road & Highfield Road. Totaling £90. NOT the £110 he states.
- There is also a keying error that increases the discrepancy to £40. He has keyed in receiving £15 Cheque from one member when in fact it was £35 from another member. Our auditor will look at this at the year end and advise how to record it.
- Advert for Treasurer – Closing date to be 14th July.
- Copies of accounts are attached

Field Reports

Highfield Road

- Thanks to all members on Highfield Rd who are helping out with the mowing and tidying of HR whilst DC is off
- Road repairs required 100 tonne of plainings at cost of £2340 plus £312 to hire scoop - MC and PC requested that committee members should look at the fields for themselves before agreeing to buying more road plainings.

Washbrook Road

- Sadly we have heard that Fedele Girardi has passed away, condolences to his family and friends
- Could you check email for member, we do not have one at all - AB to speak to DF
- Road plainings delivered and laid - thanks to everyone who helped
- Second load has also been delivered and laid.
- WR member applied for permission to keep chickens on his plot -
all agreed by Committee via email and relevant paperwork received 04/05/2020
- WR member has requested permission for a 6x6 greenhouse - permission granted
- WR member has requested permission for a shed and greenhouse - permission granted
- A verbal request by WR member had been given to DF and JL to keep chickens at Washbrook Road. He has been a member for 6 years and has kept poultry before. DF has no objections. - paperwork completed 24/05/2020
- WR member wrote to ask permission to erect a 3mx3mx2m polytunnel - permission granted
- 30/31/05/2020 Break in at Washbrook Rd linked to access by non- member at Highfield Rd in silver van? Police investigating. (PC - However there is no evidence to confirm it was the same people that gained entry in daylight hours last week were the same as last night's entry. It's wrong to have informed all the members without evidence of such.)
- WR member would like to give up his 20pole land in return for a £1.50 per pole credit/refund - proposed AM, agreed PC

Bedford Road

- BR member has requested permission for a 6x4 greenhouse - permission granted
- An email was received on 16th May by a member at Bedford Road complaining of the behaviour of two neighbours at plot as detailed below. It is felt that this should be brought to everyone's attention for your views. RJ has spoken to all those concerned
- Road repairs required 100 tonne of road plainings at Cost of £2340 plus £312 to hire scoop (scoop shared with Highfield Road) Start with fixing Bedford Road then if any left over move it to use at Highfield Road and amend quantity required for Highfield Road. - MC and PC requested that committee members should look at the fields for themselves before agreeing to buying more road plainings.

Grafton Road

- 20/05/2020 Gates reported left open at Grafton Road? Was not discussed

Store/Rota

- 24/03/2020 - Grafton Road store was closed due to the Covid 19 restrictions
- March - the store sold out of compost , supplier in lockdown.
- March - canes were ordered awaiting delivery
- May - Many members had contacted the Society for compost. As our normal supplier is in lockdown I contacted other companies to see if they would supply the Society. RJ was able to obtain 51 80ltr bags and 120 40ltr bags. Unfortunately the requests out stripped the supply so it was not worth advertising. This supplier is now out of stock. Hopefully in the near future are normal supplier will be able to restart deliveries.
- We have had a delivery of canes.
- 27/05/2020 SW proposed store to re-open 20th June, RJ proposed September - September was agreed
- PC suggested that we should not take pre-orders of compost before delivery arrives.
- New supplies of mothers earth compost agreed to be £4.50 for 60ltr (RJ had suggested £4.20)
- RJ asked the committee for permission to spend £1800 on the next stores delivery , which they accepted.

Health and Safety

- 02/04/2020 - Covid 19 guidance poster emailed to all members and printed version to be put on display at each field - completed

Any Other Business

- 09/04/2020 DF suggested that Ray MacDonnell be taken on to the committee as John Bowerman had resigned.
- 09/04/2020 RJ suggested we should wait for the end of the restrictions and that he would pick up the work until the Treasurer is replaced 18/06/2020 an advert for a Treasurer has now been emailed to members the closing date being the 14th July.
- RJ suggested weekly field report

- 19/05/20 MC requested a discussion about Ray joining the committee
- 19/05/2020 PC requested that there should be a discussion regarding employing a treasurer
- 24/05/2020 Ray McDonnell voted on to the committee
- Discussion needed regarding replacing the treasurer and what temporary procedures are in place until then. AM, PC and RM Proposed, via email that RJ and DF jointly sign for purchases.
- 26/05/2020 AM requested her email regarding the above added to the minutes
- AB suggests that to keep Facebook list and Field members lists up to date new members and leavers are added to the minutes each month - this will start from the next meeting in July as is currently up to date

Items below for which there was not time to discuss, will be carried to the next meetings agenda

- Access has been requested to the societies email account by all committee members by MC, PS, AM, DF & RM. Data protection should be considered.
- 02/06/2020 MC requested that the email discussion was added to the minutes regarding email access by all committee members
- Covid situation
- Clarify people's positions and responsibilities
- Security/Alarms
- Shop
- Bank account
- Use of tractor log
- Costing of tractor
- Tractor shed
- Explanation about going to Bedford Road
- Keys to all fields and two keys for shop/tractor shed/safe
- Mask for DF strimmer
- Ride on mower for DF

Date of next meeting: Wednesday 15th July 2020

Signed_____

Counter signed _____ Date

Rushden Permanent Allotment and Small Holdings Society Limited

Income and Expenditure Account - From 24th March 2020

Expenditure		Income	
Anglian Water	£261.83	Annual Rents	£5,137.80
Printing, Stationary and Postage	£20.00	New Rents	£134.25
Floats for stores and rent day		Floats for stores and rent day	
Stores Purchases	£3,204.59	Stores Sales	£5,556.69
Field Hours £	£598.13	Ploughing, rotavating, topping	
Field Machinery (Fuel)	£139.76	Rent card / website sponsorship	
Official documents, etc		Donations from members	
Tractor Hours		Machinery/accessory sales	
Tractor Fuel		Replacement/Additional key	
Locks and Keys		Sales of pre-loved & ex stock	
Field / Property Maintenance	£140.58	Kings seeds	
Website / Publicity	£64.79	Seed Orders 2020	
Professional Fees (accounts,etc)		Brittons Potatoes 19/20 nets	
Gifts / rewards / donations		Misc Income / short	-£80.00
Equip't Repairs & Servicing	£132.19	Transfers from deposit accounts	
Insurance and Safety		Assoc. Mems	£12.50
Hire of halls and refreshments		P in the P - Rushden Council	
Equipment purchases		Wayleave Consent - WPower	
Field Steward rewards	£100.00	Socials	
E.ON & Telephone	-£7.06	Water Licence	£525.00
Officer (Sec/Tres) payments	£263.05	Anglian Water Credit	
Tax - HMRC Corp. & FCA			
Key and share returns / refunds	£6.50		
Grafton Rd - refreshments			
Party in the Park Talk / hall / raffle			
Payment to Kings Seeds (orders)			
Britton's Potatoes			
Good gardening rewards			
Fencing at Washbrook Road			
Seeds			
Bank charges			
Transfer To Deposit			
Asbestos Removal			
Misc	-£15.00		
	<u>£4,909.36</u>		<u>£11,286.24</u>
Income over Expenditure	£6,376.88		
	£11,286.24		

Balance as at 11/6/2020

Income and Expenditure Account at 31/10/18		Cash with Cashier	
HSBC Current Account	6,671.60	HSBC Current Account	12,949.90
Cash	-	Cash	78.58
Income over Expenditure	6,376.88		
	£13,048.48		£13,028.48
		Investment Accounts:	£167,355.35

Rushden Permanent Allotment and Small Holdings Society Limited

Income and Expenditure Account

Expenditure		Income	
Anglian Water	984.34	Annual Rents	6,375.00
Printing, Stationary and Postage	178.92	New Rents	143.25
Floats for stores and rent day	-	Floats for stores and rent day	-
Stores Purchases	3,059.03	Stores Sales	2,811.10
Field Hours £	273.67	Ploughing, rotavating, topping	-
Field Machinery (Fuel)	7.01	Rent card / website sponsorship	-
Official documents, etc	-	Donations from members	-
Tractor Hours	-	Machinery/accessory sales	-
Tractor Fuel 18-19	-	Replacement/Additional key	-
Locks and Keys	77.29	Sales of pre-loved & ex stock	-
Field / Property Maintenance	23.99	Kings seeds	-
Website / Publicity	-	Seed Orders 2020	1,249.88
Professional Fees (accounts,etc)	936.00	Brittons Potatoes18-19 nets	-
Gifts / rewards / donations	-	Misc Income / short	-
Equip't Repairs & Servicing	5.23	Transfers from deposit accounts	4,500.00
Insurance and Safety	476.52	Assoc. Mems	7.50
Hire of halls and refreshments	40.00	P in the P - Rushden Council	-
Equipment purchases	-	Wayleave Consent - WPower	-
Field Steward rewards	-	Socials	-
E.ON & Telephone	60.00	Water Licence	-
Officer (Sec/Tres) payments	550.08	Anglian Water Credit	-
Tax - HMRC Corp. & FCA	-		-
Key and share returns / refunds	6.50		-
Grafton Rd - refreshments	-		-
Party in the Park Talk / hall / raffle	-		-
Payment to Kings Seeds (orders)	1,249.88		-
Britton's Potatoes	-		-
Good gardening rewards	-		-
Fencing at Washbrook Road	-		-
Seeds	-		-
Bank charges	-		-
Transfer To Deposit	1,400.00		-
Asbestos Removal	-		-
Misc	15.00		-
	<u>9,343.46</u>		<u>15,086.73</u>
Income over Expenditure	5,743.27		
	15,086.73		

Balance as at 23/03/2020