

# 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 Held on Monday 17 October 2022

The Chairman opened the meeting at 7.33pm

### **Present:**

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Pasq Di Salvo	PDS (Treasurer)	Peter Wright	PW
Anita Medlock	AM	Mark Cox	MC
Shane Webster	SW	John Lowe	JL
Anita Jarvis	AJ	Peter Swindley	PS

Jayne Evans (minutes secretary)

**Apologies:** None, committee all present

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

All agreed – proposed PS seconded AJ

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

Date matter arose	Subject	Action required	Action taken	WHO	status
14/3/22	Creation of wildlife and pond area on HR field	To remove from plan until trees arrive in November. To meet with interested members to discuss plans	Reinstated in October as design proposal received by JL which has been considered by committee.	JL	WIP
17/5/22	Clear up Deposit	Change probationary period to 6 months in the Rule Book. To consider the name of the proposed £50 fee needed from new members to cover potential costs of clearing plots		RJ ALL	WIP
18/07/22	Replacement water tank on HR	1 tank and 2 service boxes to be purchased	Ordered after last meeting and delivered.	RJ	COM
15/08/22	3.1 item 1	To confirm that this is for a greenhouse or a poly tunnel before permission considered	Confirmed this is a greenhouse 6m x 3m	JL	COM
26/09/22	Stand Pipe repairs WR	MC to repair several standpipes -plan is to do this during in October.	The cost of installing the check valves for 3 taps = £42.63.	MC	WIP
26/09/22	Prohibit use of rubber tyres and carpets	To include in the additional rules document		RJ	COM
26/09/22	Minutes schedule	To discuss schedule for distribution of minutes	Schedule agreed	ALL	COM

### **Discussion record**

#### **Wildlife area and pond HR**

Previous action dated 15/08/22 –to remove from plan until trees arrive in November.

Reinstated in October as JL has received design information from Carol Buckley member on HR. JL has taken photographs. Design and plan were distributed to committee members prior to this meeting.

JL – the plans look like the whole area will be used but there is some concrete near the White Friars border (2m wide), otherwise its pretty good although they may want to scale back it a little bit.

There will 30 trees to plant which are being provided free by the Woodland Trust – the arrival of the trees is imminent – they need to be planted 2m apart minimum do they don't get too big, or closer if you want a hedge

There is a rectangular moulded pond at HR that could be incorporated, and this may save them some money on a pond liner plus they won't need a fence. (DF also has a large moulded pond liner he is happy to donate too)

The budget is £500 and the cost of the proposed liner is £400 and a large pond will need a fence around it for safety.

JL – I'm happy to go back to meet with the members who are interested and walk it through with them so that they understand the space and what is available and help them rethink what can be done.

PW-advised the trees need to be 15ft away from the pond because the leaves would cause a problem. JL confirmed that the subsoil doesn't appear to be clay.

**Agreed Action 17/10/22 - JL to meet with the members to discuss the plans and look at the options for the pond and the actual space available for planting.**

#### **Clear up deposit**

Previous action – *rule relating to probationary period to be sent to committee for consideration*

One of the rules states that the Society will not take a deposit – the rules were revised in the 1960s or 1970s and a few years ago, some of the rules were changed a little. RJ-it is not unusual to take rent in advance so taking 2 years' worth of rent doesn't count as a deposit. AM - The society already takes a deposit for the gate keys which could mean that the rule is already out of date. It may be possible to call the clear up deposit a 'field maintenance fee'. The probationary period is currently 2 years however, if the probationary period is reduced to 3 or 6 months (debate on the time as cultivation not always possible during the winter months), it would be possible to evict new members who are not working their plots and the society can retain their remaining rent. It is proposed that new members are charged 1 years rent and a £50 fee (name to be considered) which would help pay for clear up of plots left in a poor state / disposal of rubbish left on the plot. The Rule Book will need to be updated in order to change the probationary period from 2 years to 6 months.

**Agreed Action 17/10/22 – shorten probationary period to 6 months (at an SGM). Committee to consider the name of the new fee.**

#### **Taps on Washbrook Rd**

MC - Tap 1, 5 and 8 do not have check valves present on the pipes or the taps which means they still need changing. Tap 3 has been updated with a round post and winter protection - this is what all the water supply pipes should be changed to.

Concern was raised about the high cost of the water bill for WR and several committee members felt that this is because there are leakages from the water pipes/stations. DF-Anglian Water didn't dig up the inspection area, they just changed the meter. The old meter was also jerking, and I thought it is why it was changed but this one is doing it again. RJ – I've read the meter several times after it was changed and on 4 times it wasn't moving. DF – the meter is constantly moving. AJ –is there someone with erm, erm attached to it a timer or something. RJ-is someone playing hooky and got a timer rigged up?

DF-There is no timer attached to it now. A few days ago, I read it before I went round the field, and it had moved on when I got back and there no-one was on the field. I checked that all of the taps were switched off, so there must be a leak. The meter was moving sporadically, jerking; slow and then quick then slow again. RJ – stated that you would see a leak especially in the dry spell we have just had. DF asked when had the new meter been installed. RJ – 16<sup>th</sup> August. DF stated that 118 units have been used since the meter had been changed. That is 118000 litres. DF has walked round and none of the tanks are overflowing. Discussion about the poor condition of the water system/stations on WR and that MC had previously supplied plans with costs to replace them several years ago however, there was no agreement for this work to be done. Several committee members agreed that the system/stations should be updated. RJ -asked that a full cost to be put together. SW - asked MC how much it would cost. MC- stated that the cost would be £100 or £150 per unit as ballpark figure (there are 9 stations). SW -when you are having work between £1000 and £2000 you must have a quote.

**Agreed Action 17/10/22 - MC to provide a quote to replace the 9 remaining water stations to the standard of station number 3. (MC to replace the check valves as part of routine maintenance at a cost of £42.63)**

#### **Minutes Schedule**

JE provided a proposed schedule for the distribution of minutes and agenda.

DF-there should be one set of minutes which are to be agreed at the next meeting – these are altered and altered again between the meetings.

**Agreed Action 17/10/22 - Scheduled agreed by the committee members.**

SW left meeting at 9.00pm

#### **Secretary's Report and Correspondence**

##### **3.1 Permission Requests**

Item No	Date	Field	Members	Details of Request	Outcome
1	15/08/22	HR		Confirmed this is for a Greenhouse 6m x 3m	Agreed
2	10/10/22	BR		Replace wooden Hen House with a plastic shed 6ft x 4ft	Agreed – see below
				In addition, Potting shed 15ft x 7.5 ft	Agreed

3	17/10/22	BR		Poly tunnel 4m x 2m	Agreed
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3.1.2 Concerns raised by DF about the plastic shed would get very hot and affect the birds. (RJ will advise the member about the concerns re the welfare of her birds.)

### **3.2 Correspondence**

Item No	Date	Field	Member	Details of Correspondence
1				APHA - Bird flu warning – from 1200 today but the warning didn't arrive to RJ until 1350. Members to read the instructions that have been emailed today.

#### **Details of correspondence**

No significant details to be recorded

### **4.0 Member's Secretary Report – new members and leavers**

Waiting List 91

New Members 5

Leavers 14

Request from MC and AM to keep the names of leavers and new members as this will assist with the updating of the Rushden Allotment FB group. The list will also support the administrators of the Rushden Allotment Official FB group (RJ, JL and MC)

### **5.0 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	19/05/22	keep monitoring until the beginning of the season 2023				
	HR	18/07/22	To keep monitoring	15/08/22	No real difference so monitor for 1 more month	26/09/22	
	HR	15/08/22	Crops have been planted- to continue to monitor				
	WR			16/08/22	Has done some work – to be monitored		
	WR			16/08/22	Continue to monitor		
	WR			16/08/22	No work has been done – requires 2 <sup>nd</sup> letter	27/09/22	Has left – remove from list for next meeting
	WR			16/08/22	Has cleared plot but nothing planted – to monitor		
	WR			16/08/22	Has not been to field – requires 2 <sup>nd</sup> letter	27/09/22	DF- Has not heard anything from member, to update next meeting
	WR		To continue to monitor				
	WR		To continue to monitor				
	WR		Needs 1st letter	17/10/22	Needs second letter	18/10/22	
	WR	27/09/22	Has moved home – to continue to monitor				

**6.0 Treasure's report****INCOME:**

Store sales added:	GR	£484.97
	WR	£355.30
	BR	£146.75
	HR	£ 79.00

**SIGNIFICANT EXPENDITURE:**

Growell invoice paid 14th October for £2,141.46

**Latest Bank Account Balances:**

HSBC Community Account	£519.20 (as per Treasurers Report)
Investment Accounts: Breakdown	
HSBC Business Money	£ 8,008.14
Barclays Premium Account	£18,916.83
Redwood Account	£63,730.00
United Bank	£81,295.58

**Total in Investment a/c** £171,950.55 (as per Treasurers Report)

Reminder for expenses to be submitted by the end of October as this is the end of the Society's financial year.

Stock-take for WR – DF will make sure that the stock list on WR is up to date as of Monday 24 October.

**7. Field Reports**

- 7.1. Highfield Road  
Nothing to report (discussion about wildlife and pond area above)
- 7.2. Washbrook Road  
There are several new members and leavers
- 7.3. Bedford Road  
Nothing to report
- 7.4. Grafton Road /Small Holding  
Nothing to Report

**8. Store**

Nothing to report

**9. Health and Safety**

Nothing to Report

**10.1 Items submitted prior to meeting**

- 10.1.1 JL uploaded photographs on the Facebook pages to ensure members realise how much it costs when they leave a plot with a lot of rubbish on it. JL reports there have been some supportive comments from members.
- 10.1.2 Minutes and meetings (sponsor PW)  
PW - I am concerned about what happens when the minutes come out – we should have one secretary and one treasurer. We currently have 3 secretaries – a Membership, a Minute and the Chairman is listed as the Secretary on the website. It is very difficult for the Minute Secretary to hear what people say as committee members are very often talking over each other. I propose that the meetings are chaired properly when nobody speaks unless the chairman calls them forwards to speak. This will be a more disciplined approach and would make it easier and would result in few errors in the minutes.  
I would like one set of minutes that don't have errors and that would happen if the person who is a sponsor for an agenda item is allowed to speak without interruption followed by a discussion with the whole committee. When the discussion is finished there should be a proposer and a seconder, and a vote is taken. This will result in a clear action being agreed which is verbalised by the chairperson of the meeting which will allow the minute secretary to record it accurately.  
JL- agrees that one person should speak at a time.  
RJ – Stated that for some years the Society has had a separate Membership Secretary, eg Karen, Sharon and Angela AM-Angela did both jobs
- 10.1.3 Field keys for MC (sponsor AM)  
Keys provided from RJ and passed to MC (for BR and GR, WR keys to be provided by DF)
- 10.1.4 Running cost of security cameras (sponsor AM)  
The cost is £28.80 per month for all 6 cameras– we have a data 'piggy bank' for all 6 cameras and if we use more on one camera the data from other cameras can be used.  
AM requested that the camera at WR is repositioned as it is picking up the neighbourhood cats as they come in and out of the field and the cars turning round in Quorn Rd causing her phone to keep 'pinging'.  
RJ to reposition the direction of the camera and will clean the camera lens.
- 10.1.5 Disposal of tyres (sponsor DF)

17 October 2022

V4

A member managed to dispose of 22 tyres for £30 at Orbit Tyres. RJ has also contacted Orbit Tyres and report that they have confirmed that there is a charge of £1.50 per tyre for any that are taken to the shop for disposal (must have the metal wheel rim removed)

**10.2 Items bought up at meeting**

None.

Meeting Closed 9.50 pm

Date of next meeting Monday 14 November at 7:30pm

To confirm date for December's meeting.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

New Action Points from Meeting		
Subject	Action required	Who
Water stations WR	Quote for updating /replacing the water system and stations to be provided for the committee to consider	MC
Plastic Shed	To inform member that concerns were raised regarding a plastic shed getting hot and affecting the birds (hens)	RJ
Washbrook Rd security Camera (Quorn Rd entrance)	To be repositioned to prevent it being triggered by cats entering the field through the fence and camera lens to be cleaned	RJ

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	3,980.85		Annual Rents	10,358.00	
			New Rents	2,491.00	
		928.58	Floats for stores and rent day		
		62.55	Stores Sales	12,941.32	
		1,220.88			
		1,689.39			
		79.47			
Printing, Stationary and Postage	676.49				
Asbestos Removal	-				
Stores Purchases	11,274.13		Ploughing, rotavating, topping	120.00	
Field Hours £	1,630.28		Rent card / website sponsorship	-	
		408.24	Donations from members	-	
		28.50	Machinery/accessory sales	-	
		590.20	Replacement/Additional key	29.00	
		603.34	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	178.85		Seed Orders	677.58	
		82.04	Brittons Potatoes	815.20	
		-	Misc Income	20.00	
		48.38	Transfers from deposit/investment accounts	73,231.86	
		48.42	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	2.50	
Locks and Keys	298.91		Socials	-	
		164.25	Water Licence	1,232.50	
		-			
		107.66			
		27.00			
Field / Property Maintenance	590.76				
		73.42			
		-			
		345.29			
		172.05			
Website / Publicity	64.79				
Professional Fees (accounts, etc)	960.00				
Gifts / rewards / donations	-				
Equip't Repairs & Servicing	953.80				
Insurance and Safety	762.05				
Hire of halls and refreshments	230.00				
Equipment purchases	-				
Field Steward rewards	300.00				
EDF	107.18				
Officer (Sec/Tres) payments	2,067.73				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	9.25				
Grafton Rd - refreshments	-				
CCTV - Running costs	341.13				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	122.24				
Transfer To Deposit/Investment accounts	77,730.00				
Misc Exp	-				
CCTV Installation	-				
	102,313.44			101,918.96	
Income over Expenditure	-	394.48			
	101,918.96				
Balance as at 14/10/2022					
Income and Expenditure Account at 31/10/22			Cash with Cashier		
HSBC Current Account B/F	913.68		HSBC Current Account C/F	519.20	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	-	394.48			
	£609.20			£609.20	£0.00
			Investment Accounts:	£171,868.55	