

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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Field Minutes of the Management Committee Meeting Held on Monday 14th November 2022

The Chairman opened the meeting at 7.33pm

Present:

| | | | |
|----------------|-----------------|----------------|----|
| Russell Jarvis | RJ (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: Dave Flook DF

1. Minutes from Previous Meeting

All agreed – proposed PS seconded PW

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 | JL to meet with the member to discuss the plans and look at the options for the pond and the actual space available for planting | Meeting held and plan agreed with members. Trees have arrived and will be planted weekend 20-21 November | JL | COM |
| 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 | The new £50 fee will be called a Cautionary Fee. Probationary Period will be discussed at SGM February 2023 | RJ ALL | COM |
| 26/09/22 | Stand Pipe repairs WR | MC to install check valves on 3 standpipes -plan is to do this during in October. The cost of installing the check valves for 3 taps = £42.63. | Check valves installed and confirmed via email between meetings | MC | COM |
| 17/10/22 | Water Station updating WR | Quote for updating /replacing the water system and stations to be provided | Quote provided at a maximum estimate of £120 per station. Voted and passed by majority of committee. | MC | WIP |
| 17/10/22 | Plastic Shed | To inform member re concerns were raised regarding a plastic shed getting hot and affecting hens | Correspondence received from member. | RJ | COM |
| 17/10/22 | WR security Camera (Quorn Rd entrance) | Camera be repositioned to prevent it being triggered by cats entering the field through the fence and camera lens to be cleaned | The camera was moved approximately 10 days ago so that it is away from the road and takes in all of the gate | RJ | COM |

Discussion record

Wildlife area and pond HR

Previous action dated 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.

The plan has been agreed taking into account the area with old concrete. The 30 trees from the Woodland Trust have arrived. They need to be planted carefully so that the ride on mower can get around. The trees are being kept moist by RJ in their root ball packaging. They will all have to be planted in the area specified on the application form as part of the Queens Green Canopy.

Agreed Action 14/11/22 -Plan agreed with members. Trees will be planted weekend 20-21 November

Clear up deposit

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

PW-I suggest we call it a cautionary fee which means that a tenant will pay for any damage that has occurred when they are at the end of their tenancy. This is not technically a deposit.

The fee will be set at £50 – Everyone on the waiting list will be told when they get to the top of the list that they will need to pay one year's rent plus the £50 Cautionary Fee as this is a change of what was on the website when they applied for membership. The website will need to be updated. Discussion took place about the financial arrangements the treasurer needs to put in place to accommodate the Cautionary Fee.

Agreed Action 14/11/22 -The new charge will be called a Cautionary Fee and will be £50 per plot no matter how many poles the plot consists of. The SGM to change the probationary period will take place immediately before the AGM in February 2023. To inform those on the waiting list of the change to the fees.

Water Station updating on Washbrook Rd

Previous action 17/10/22 - *MC to provide a quote to replace the 9 remaining water stations to the standard of station number 3.*

A diagram has been supplied via email to committee prior to the meeting and has provided a quote for the work that will be needed however, it is not possible to cover every eventuality as MC will not know what condition each station is in until it is dismantled. The absolute maximum cost will be £120 per station. MC - Slabs would be nice, but will be extra.

Discussion about station 7 which has a feed out (blue pipe). RJ-reported when he and DF turned off the stop cock to station 7 it had no affect on the rest of the system. RJ- reported that DF plans to dig up the area to find out where the blue pipe goes. There may be a chance that this may be the source of a possible leak. PW added that during his previous time on the Committee no one had asked permission to run a pipe from the water system.

RJ-it was suggested by PW that I had a go at quoting, and I've done that using the photographs (provided by MC).

RJ-how much pipe did you use for station 3? MC-2m but we can get it cheaper by buying more.

We can buy a roll. AM-is it the same as the blue pipe at the shop? RJ and MC explained that the white pipe required was 12mm in size, different from the blue pipe which is used underground with the smaller diameter white pipe fixing onto it.

RJ-questioned if the ball valves, float valves and float connectors were working as at the last meeting MC and DF stated that the tanks were not leaking. MC-I will re-use them if they are working.

RJ-could we not keep the check valves and the fitting plates if they are ok. MC-yes of course, I have given you the maximum cost per station just in case all the parts are broken or no good.

RJ-asked what the stop ends were and what are they being used for. MC-I'm not using drain off valves, I'm using stop ends which are pushed on as they are used for draining and will make it easy when we need to do that.

RJ-can you get two stations out of the CLS wood 2.4m lengths MC-if I can get 12ft lengths I can get 3 stations out of it.

RJ – postcrete, do you really need it? Slabs I question if you need them. MC- you are splitting hairs already. It would be good to have slabs around.

RJ-why do you need metal posts? You need a price for these. We have wooden posts at BR and they have lasted years. MC-We need to put something substantial into the ground that will be there in 10 years' time. I put a metal stabilising post in to keep the tap pipes stable and then added wood to mount the pipes onto. We have enough scrap metal in the yard so there is no price needed.

RJ-they need insulation too which you haven't quoted for. We have some stuff for inside the boxes, but the external pipes will need insulation. MC-this is why I suggested a maximum of £120 per tap.

RJ-what's the hours for the labour for doing this. MC-I don't know yet.

RJ-at some point you need a list of what you need. MC- I won't know what I need for each station until I take it apart. I'm not spending any more time on this as I've given the committee a quote of a maximum of £120 per tap.

RJ-We need more than that. We have members who will challenge us. I have worked out a quote and each tap works out at £31 and 2 at £78. The total job should be no more than £524.44. In the past we've done quotes down to the penny like the cameras.

AM-yes because it was a new job. You can't do that with this as you don't know exactly what you need until you take the taps apart.

MC-why don't you and Dave do the job. PW-I was going to propose that as you seem to know what you want and what the prices are Russell, so why don't you and Dave do the job. RJ-we will get discount at Screwfix as well. MC-I'll get all sorts of discounts but the price I have quoted doesn't include any discounts which is why I have said that £120 per tap will be the maximum.

RJ-I would like a proper quote. SW-Mark has explained why that can't be done.

JL-I worked as a full-time plumber and I know when you are giving a quote to repair an existing system, you can't give a to the penny quote or price because you don't know what you are dealing with until you take the systems apart. You can only give a best estimate or price. If it was me personally doing this, it s exactly what I would do.

RJ-we got inspected in 2016 and all of the fields were bought up to spec but for some reason some of it has got undone. MC-the reason is when it gets cold, the copper pipe contracts then expands back and causes a problem. (JL agreed with this).

RJ- plastic pipe has a minimum working temperature of 4 degrees and they have to be insulated from sunlight, but copper pipe will go below 4 degrees.

RJ-Station 3 looks robust, but if we have to take it apart to so a repair, you said it would take an hour. MC-we won't need to do a repair Russell, we won't need to touch it. Its done and will be good for years. If we want to turn it off in the winter or drain it, the stop cock is on the side. I am proposing that we make the stations to last. Station 3 will be there forever and even if a car backs into it, it will be ok. It's there to stay. We've discussed it for years. Dave goes round and he says there's a leak, there's another leak. RJ-commented on why WR had so many leaks. MC-and I wonder why but it's not my fault?

AJ-it cost about £78 to do station 3 so I propose that we vote on the price per tap. PW stated that he would second this.

MC-what do I do if I take a station apart and it needs more than £80 to repair. I suggest that you take over the job with DF. You do them for £80 per station and see if you can do a proper job. The price I suggested doesn't include any discounts I may get as I don't want to promise what I may not get. You keep picking at it, everyone else in the room is ok or it to be done, it's just you. I have no intention of spending what isn't needed. I won't be making each one up to £120 if it doesn't need it.

RJ-£120 x 9 stations is £1,080. 24p per pole. All I want is an accurate quote.

MC-you do the job Russell with Dave. John has already explained the reasons why a more accurate quote can't be given.

AM-Dave doesn't know what to do as he asks Mark about the water stations.

SW – when we go to a firm to do a job, we can't give a totally accurate quote until we go into the back of the IT system and unpick what is needed and this is the same thing.

PW-I propose that we give MC up to £120 maximum per station to do the job and we vote on this estimate. SW seconded

VOTE results

Yes – PS, SW, JL, PW, MC, AM, AJ, PDS.

No-RJ

Agreed Action 14/11/22 – MC to carryout the work on the WR water stations using the estimate of a maximum of £120 per station.

Secretary's Report and Correspondence

3.1 Permission Requests

| Item No | Date | Field | Members | Details of Request | Outcome |
|---------|------|-------|---------|--------------------|---------|
|---------|------|-------|---------|--------------------|---------|

No permissions requested this month.

3.2 Correspondence

| Item No | Date | Field | Member | Details of Correspondence |
|---------|----------|-------|--------|---|
| 1 | 18/10/22 | BR | | Reply to concern on ventilation of hen house - "I plan to put better ventilation in it. As the ones it's got won't get enough air into it". |
| 2 | 22/10/22 | | | I hope you are well, with November 5th fast approaching I wondered what your policy is regarding the use of fireworks within the allotments. Without sounding like a killjoy, I'd be most grateful if you would do all you can to discourage your allotment holders from letting of fireworks anywhere close to our houses. I'm only aware of one particular holder doing so in the past and it was literally like WW3 around here! I was amazed that the individual concerned was prepared to potentially strike terror into her own ponies as well as other animals on site, together with pets belonging to those of us in the immediate area. As I've said I don't wish to spoil anybody's fun but the noise level was way beyond what most people would inflict on their neighbours and was possibly the reason for using them in the allotments rather than their own garden. Best Regards, Terry Ion |

| | | | | |
|---|----------|---------------|--|--|
| 3 | 30/10/22 | Small holding | | Phone call - Reported that a Neighbour to the smallholding land was clearing the hedge line adjacent to Society field. |
| 4 | 31/10/22 | | | APHA notification of full restrictions on poultry from 00:01 on 07/11/22 |
| 5 | 03/11/22 | BR | | Request for small holding land |

Details of correspondence

1 – AM – it's a tall shed anyway and the member has already put in larger vents with wire net over.

3 – RJ- I went over the next morning after the phone call and it looks as though the neighbours are clearing the ditch. Our members, Mr and Mrs Bailey, will keep an eye on the situation.

4- member to be put on the waiting list

4.0 Member's Secretary Report – new members and leavers

| Field | New Members | Field | Leavers |
|-------|-------------|-------|---------|
| WR | 2 | WR | 1 |
| HR | 3 | | |

| Number on list (as of 17/11/22) | Date of longest on list |
|---------------------------------|-------------------------|
| 75 | Sept 2021 |

5.0 Bad Cultivation Warning letters (all actions updated on 14/11/2022 and may be the same as the previous meeting)

| Warning Letters | | | | | | | |
|-----------------|-------|--------------------|--|-----------------------------|--|-----------------------------|--|
| Name | Field | Polite letter Sent | Outcome | 1 st letter sent | Outcome | 2 nd 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 | Has cleared plot but nothing planted – to monitor | | |
| | WR | | | 16/08/22 | Has not been to field – requires 2 nd 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. As member had started to tidy up immediately after the meeting so letter not issued. To be monitored. | | <i>Has started to tidy up the plot. Speak to DF on his return.</i> |

| | | | | | | | |
|--|-----------|----------|--|--|--|--|--|
| | 84b WR | 27/09/22 | Has moved home – to continue to monitor | | | | |
|--|-----------|----------|--|--|--|--|--|

6.0 Treasure's report

The new financial year started on 01/11/2022.

Financial records for year ending 31/10/2022 are being currently being audited by Denton's who are also producing the end of year accounts. These should be returned around Christmas

INCOME:

| | | |
|--------------------|----|---------|
| Store sales added: | GR | £640.57 |
| | WR | £ 84.20 |
| | BR | £102.50 |
| | HR | £ 22.00 |

SIGNIFICANT EXPENDITURE:

Kings Seeds invoice paid 25th October for £1,219.28

Brittons Potatoes invoice paid 28th October for £1,061.40

Latest Bank Account Balances:

| | |
|--------------------------------|--|
| HSBC Community Account | £1,229.31 (as per Treasurers Report appendix 1) |
| Investment Accounts: Breakdown | |
| HSBC Business Money | £ 7,008.18 |
| Barclays Premium Account | £18,916.83 |
| Redwood Account | £63,730.00 |
| United Bank | £81,295.58 |
| Total in Investment a/c | £170,950.95 (as per Treasurers Report appendix 1) |

Redwood Bank – When the Society opened the account, there was an agreement for the account to be active for one year ending on 24th December. We are reaching the end of this period, so PDS contacted the Bank and they gave us two choices if we want to stay with them. The current interest rate we are being paid is 1.4% and the bank is now offering a one-year and a two-year investment account. The one-year account interest rate will be 3% and the two-year will be 3.5%.

PDS- Remember, we are not able to touch the money during the term of the account and interest rates are on the increase.

The Committee agreed that the most prudent option was to open a one-year investment account with a 3% interest rate.

7. Field Reports

7.1. Highfield Road

Nothing to report

7.2. Washbrook Road

Nothing to report

7.3. Bedford Road

The gate became jammed because the gate post had moved following the heavy rain. RJ managed to pull the post back so that the gate could be opened but they were still tight to each other making them difficult to open. The gate could not be opened safely (4 members reporting that they had trapped their fingers). Ballams gave a quote of £660 to repair it. A member on BR, who is a retired builder, offered to do the job free of charge if RJ supplied the materials. The cost of the ballast and cement would have been £50 however, Wicks gave the Society a discount bringing the price down to £35.45. 3 bags of unused ballast were returned to Wicks and swapped for a bag of patching tarmac. The total cost of the job was £35.45 as the member did not charge for his labour. RJ- I would like to record thanks to the member, Alan, who did the job for the Society which saved a large expenditure in these difficult times.

7.4. Grafton Road /Small Holding

Nothing to report

8. Store

£26 profit since 1 November

MC and AM to meet RJ at the Grafton Rd store on Wednesday at 0900 to restock WR field store with compost and cable ties.

9. Health and Safety

Nothing to Report

10.1 Items submitted prior to meeting

14th November 2022

V2

10.1.1 Diagram of WR water station 3 requested by AJ – has been discussed above see action plan notes

10.2 Items bought up at meeting

None.

Meeting Closed 21.13 pm

Date of next meeting - Monday 5th December at 7:30pm (this is the only date a room is available)

Future meeting dates (all booked at the Masonic Hall, Rushden)

Committee meetings 2023 starting at 7.30pm

Monday 16th January

Monday 13th February

Monday 13 March

AGM preceded by a short SGM

Tuesday 21 February 2023 7.00pm for 7.30pm start

Significant date

Rent day 18 March 2023

Signed _____

Counter signed _____

Date _____

| New Action Points from Meeting | | |
|--|--|-----|
| Subject | Action required | Who |
| Information about change of fees | To advise people on the waiting list of the change in the fees | RJ |
| Website change | Include the new information about one year's rent plus £50 cautionary fee and remove the requirement for two year's rent | RJ |
| Addition to small holding waiting list | To add member to the Small holding waiting list | RJ |

Appendix 1 - Treasurer's report (end of financial year 31/10/2022)

Appendix 2 – Treasurer's report for November 2022

| Rushden Permanent Allotment and Small Holdings Society Limited | | | | | |
|--|------------|----------|--|-------------|----------|
| Income and Expenditure Account | | | | | |
| Expenditure | | | Income | | |
| Anglian Water | 4,145.15 | | Annual Rents | 11,316.35 | |
| | BR | 928.56 | New Rents | 2,716.60 | |
| | GR | 125.94 | Floats for stores and rent day | | |
| | HR | 1,220.88 | Stores Sales | 13,592.61 | |
| | WR | 1,689.39 | | BR | 3,047.65 |
| | Hay | 180.38 | | GR | 6,479.31 |
| Printing, Stationary and Postage | 703.38 | | | HR | 1,844.25 |
| Asbestos Removal | - | | | WR | 2,221.40 |
| Stores Purchases | 11,302.13 | | Ploughing, rotavating, topping | 132.50 | |
| Field Hours £ | 1,958.03 | | Rent card / website sponsorship | - | |
| | BR | 436.74 | Donations from members | - | |
| | GR | 28.50 | Machinery/accessory sales | - | |
| | HR | 737.45 | Replacement/Additional key | 29.00 | |
| | WR | 755.34 | Sales of pre-loved & ex stock | - | |
| Field Machinery (Fuel) | 197.38 | | Seed Orders | 1,219.43 | |
| | BR | 82.04 | Brittons Potatoes | 1,229.40 | |
| | GR | - | Misc Income | 20.00 | |
| | HR | 48.39 | Transfers from deposit/investment accounts | 74,231.86 | |
| | WR | 66.95 | Assoc. Mems | - | |
| Official documents, etc | - | | P in the P - Rushden Council | - | |
| Tractor Fuel | - | | Wayleave Consent - WPower | 2.50 | |
| Locks and Keys | 302.16 | | Socials | - | |
| | BR | 167.50 | Water Licence | 1,232.50 | |
| | GR | - | | | |
| | HR | 107.66 | | | |
| | WR | 27.00 | | | |
| Field / Property Maintenance | 680.21 | | | | |
| | BR | 162.87 | | | |
| | GR | - | | | |
| | HR | 345.29 | | | |
| | WR | 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 | 117.18 | | | | |
| Officer (Sec/Tres) payments | 2,381.24 | | | | |
| 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) | 1,225.75 | | | | |
| Britton's Potatoes | 1,061.40 | | | | |
| Good gardening rewards | - | | | | |
| Bank charges | 127.24 | | | | |
| Transfer To Deposit/Investment accounts | 77,730.00 | | | | |
| Misc Exp | - | | | | |
| CCTV Installation | - | | | | |
| | 105,587.27 | | | 105,722.75 | |
| Income over Expenditure | 135.48 | | | | |
| | 105,722.75 | | | | |
| Balance as at 31/10/2022 | | | | | |
| Income and Expenditure Account at 31/10/22 | | | Cash with Cashier | | |
| HSBC Current Account B/F | 913.68 | | HSBC Current Account C/F | 1,049.16 | |
| Cash | - | | Cash | - | |
| Floats | 90.00 | | Floats | 90.00 | |
| Income over Expenditure | 135.48 | | | | |
| | £1,139.16 | | | £1,139.16 | |
| | | | Investment Accounts: | £170,950.55 | |

| Rushden Permanent Allotment and Small Holdings Society Limited | | | | | |
|--|-----------|--|--|-------------|--------|
| Income and Expenditure Account | | | | | |
| Expenditure | | | Income | | |
| Anglian Water | - | | Annual Rents | - | |
| BR | - | | New Rents | - | |
| GR | - | | Floats for stores and rent day | | |
| HR | - | | Stores Sales | 197.98 | |
| WR | - | | | BR | 82.00 |
| Hay | - | | | GR | 115.98 |
| Printing, Stationary and Postage | - | | | HR | - |
| Asbestos Removal | - | | | WR | - |
| Stores Purchases | 10.40 | | Ploughing, rotavating, topping | - | |
| Field Hours £ | - | | 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/investment accounts | - | |
| WR | - | | Assoc. Mem's | - | |
| Official documents, etc | - | | Pin the P - Rushden Council | - | |
| Tractor Fuel | - | | Wayleave Consent - WPower | - | |
| Locks and Keys | - | | Socials | - | |
| BR | - | | Water Licence | - | |
| GR | - | | | | |
| HR | - | | | | |
| WR | - | | | | |
| Field / Property Maintenance | - | | | | |
| BR | - | | | | |
| GR | - | | | | |
| HR | - | | | | |
| WR | - | | | | |
| Website / Publicity | - | | | | |
| Professional Fees (accounts,etc) | - | | | | |
| Gifts / rewards / donations | - | | | | |
| Equip't Repairs & Servicing | - | | | | |
| Insurance and Safety | - | | | | |
| Hire of halls and refreshments | 25.00 | | | | |
| Equipment purchases | - | | | | |
| Field Steward rewards | - | | | | |
| EDF | - 17.57 | | | | |
| Officer (Sec/Tres) payments | - | | | | |
| Tax - HMRC Corp. & FCA | - | | | | |
| Key and share returns / refunds | - | | | | |
| Grafton Rd - refreshments | - | | | | |
| CCTV -Running costs | - | | | | |
| Payment to Kings Seeds (orders) | - | | | | |
| Britton's Potatoes | - | | | | |
| Good gardening rewards | - | | | | |
| Bank charges | - | | | | |
| Transfer To Deposit/Investment accounts | - | | | | |
| Misc Exp | - | | | | |
| CCTV Installation | - | | | | |
| | 17.83 | | | 197.98 | |
| Income over Expenditure | 180.15 | | | | |
| | 197.98 | | | | |
| Balance as at 31/10/2023 | | | | | |
| Income and Expenditure Account at 31/10/23 | | | Cash with Cashier | | |
| HSBC Current Account B/F | 1,049.16 | | HSBC Current Account C/F | 1,229.31 | |
| Cash | - | | Cash | 0.00 | |
| Floats | 90.00 | | Floats | 90.00 | |
| Income over Expenditure | 180.15 | | | | |
| | £1,319.31 | | | £1,319.31 | |
| | | | Investment Accounts: | £170,950.59 | |