

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

Minutes of the Management Committee Meeting Wednesday 18th 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	Anita Medlock	AM	Alan Martin	AVM

The minutes for Wednesday 21st October and Wednesday 4th November have been discussed and agreed but still to sign.

Proposed RJ Second DF All Agreed

Previous Action Points

Date matter arose	Subject	Action required	Date to be completed by	Action taken	Completed by/date
21/10/2020	Troidos investment	To look for alternatives 18/11/2020 AVM to investigate Aldermore's credentials		18/11/2020 AJ/RJ found Aldermore offering 0.75% for 12months	RJ 18/11/2020
21/10/2020	BR Member	Advise/email to keep chickens on the new ground		Emailed reply	AB 26/10/2020
21/10/2020	HR Member	Chicken permission/paperwork for plots RJ to speak to them		Paper work completed	RJ
21/10/2020	HR Member	Permission for fruit cage and shed		Emailed reply	AB 26/10/2020
21/10/2020	HR Member	Send 2 nd letter requested 04/11/2020		Sent	AB 09/11/2020
04/11/2020	Tractor Log	Field stewards to create inventory of all equipment. To create Log for maintenance, service and vehicle check lists 18/11/2020 AB to create 4 x folders to hand out at next meeting			
04/11/2020	Tractor shed	PC to arrange inspection of shed			
04/11/2020	Keys/locks for shop and tractor shed	RJ and DF to buy 2 locks each			
04/11/2020	Keys for fields	DF to organise spare keys for WR RJ to organise keys for BR and HR			

		18/11/2020 AVM would also like keys to fields			
04/11/2020	Ride on mower for DF	MC to investigate 2 nd hand mower RJ to check insurance of stolen mower		18/11/2020 MC requested he had the cash to go and purchase	
04/11/2020	Products for the shop	RJ to find out prices of plug plants		18/11/2020 PC may go to Brittons	
04/11/2020	Products for the shop	MC find out if stable hire give discounted tool hire			
04/11/2020	Hedge Trimmer BR	RJ to buy replacement head MC have old one to try and fix			

Secretary's Report and Correspondence 21st October to 18th November 2020

18/11/2020	02/11/2020 Gov.uk Avian Flu	Email all poultry members		RJ sent out email and email update	3/11/2020 11/11/2020
18/11/2020	02/11/2020 Member BR – are self isolating / condition of plot	Email to enquire if giving up one plot and when are they able to get down to the field? AB to email		Emailed	AB 19/11/2020
18/11/2020	02/11/2020 BR Member - apology to another member on BR and clear the air over complaints	PC to monitor housing and care of chickens for a while AB to email that them letter was read at the meeting and her comments passed on		Emailed	AB 19/11/2020
21/10/2020	Email access – ICO regulations	AVM – contacted ICO. To bring up findings for discussion meeting on 18/11/2020 18/11/2020 AVM to double check with ICO that all the committee are allowed access to email without notifying the members. That is what his conversation with them appears to imply. RJ says that it is not correct. Permission from members is required.		18/11/2020 AB to give AVM copy of current GDPR	AB sent 19/11/2020
21/10/2020	PC letter of complaint	21/10/2020 RJ to respond 18/11/2020 AB to arrange SGM		18/11/2020 A list of signatories was presented to formally put in a request for an SGM. A date for the SGM will be arranged as soon as current restrictions allow.*	

*It was requested to note that DF and other Committee members were bitterly disappointed in the action take by RJ to take the matter of PC compliant letter to a Special General Meeting (SGM)

Permissions

Date matter arose	Subject	Action required	Date to be completed by	Action taken	Completed by/date
18/11/2020	01/11/2020 BR member permission	AB to email permission granted		Emailed	AB 19/11/2020

Warning letters

Name	Field	Polite letter requested/sent	Outcome	1 st letter requested / sent	Outcome	2 nd letter requested / sent	Outcome
	HR	Sent 26/06/2020		27/07/2020	monitor	09/11/2020	
	BR			03/10/2020	07/10/2020 Emailed to say wants to stay 21/10/2020 emailed, clearing one plot 02/11/2020 emailed self isolating AB to email to find out if giving up one plot		
	WR	Requested 18/11/2020					
	BR	Requested 18/11/2020					

Treasurer's Report

End of year report has been completed. All to read before signing off at AGM

Monthly Income and Expenditure report attached

Field Reports

Highfield Road

It is with great sadness to report that Mr Eric Lowe has passed away. Sincere condolences to his family and friends.

The recent break in at HR was discussed and suggestions were that it was carried out by someone with inside knowledge and possibly in possession of a gate key.

Not only was the Societies sheds broken into, but particular sheds that contained large equipment were targeted across the field.

Improved security measures are being discussed.

Washbrook Road -

Bedford Road -

Grafton Road /Small Holding -

Store/Rota

The Store will be open Saturday 21st November.

Health and Safety

Any Other Business

Date matter arose	Subject	Action required	Date to be Completed by	Action Taken	Completed by/date
18/11/2020	Ride on mower for BR AJ requested a ride on mower for BR - £1500 to £2000	MC requested that prices were obtained			
18/11/2020	CCTV & Security -why no CCTV? No power	SW to research security cameras for fields and to get two or three quotes			
18/11/2020	CCTV for HR – AJ had details for a camera with mobile SIM to send alerts that may be suitable for HR and suggested we trial. The cost would be £191.47	Awaiting findings from SW as above		There was little and negative interest by the committee in starting the trial. RJ will fund the trial himself.	
18/11/2020	Security padlocks for field gates- Suggestions to replace locks and keys with high security registered only keys or keypad or keycard entry?	Nothing put into action yet. Awaiting CCTV findings above.			
18/11/2020	Bank paying in book for DF	PD/DF to get paying in book from bank PD to create a Society paying in form			
18/11/2020	John Lowe to attend committee meetings in Field Steward capacity only	RJ to invite him to next meeting			
18/11/2020	HR Stolen ride on mower	RJ to email AM a photo of the stolen mower			

New members Joining since 21/10/2020

One new member WR

One member left WR

Date of next meeting Wednesday 16th December

Income and Expenditure Account

Anglian Water	-
BR	-
GR	-
HR	-
WR	-
Hay	-
Printing, Stationary and Postage	-
Floats for stores and rent day	-
Stores Purchases	1,091.40
Field Hours £	-
BR	-
GR	-
HR	-
WR	-
Field Machinery (Fuel)	-
BR	-
GR	-
HR	-
WR	-
Official documents, etc	-
Tractor Fuel	-
Locks and Keys	-
BR	-
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	-
Equipment purchases	-
Field Steward rewards	-
E.ON	-
Officer (Sec/Tres) payments	280.67
Tax - HMRC Corp. & FCA	-
Key and share returns / refunds	-
Grafton Rd - refreshments	-
Party in the Park Talk / hall / raffle	-
Payment to Kings Seeds (orders)	-
Britton's Potatoes	-
Good gardening rewards	-
Bank charges	-
Transfer To Deposit	-
Misc Exp	-
Short	-

[illegible]

Investment Accounts	£174,308.43
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