

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.ukField Minutes of the Committee Management Meeting Held on Monday 13 December 2021Masonic Hall, Rushden

The Chairman opened the meeting at 7.47pm

Present:

Russell Jarvis	RJ (Chair)	Dave Flook	DF (Vice Chair)
Peter Swindley	PS	Shane Webster	SW
Anita Jarvis	AJ	John Lowe	JL
Pasqu Di Salvo	PDS (Treasurer)		

Minute Secretary

Jayne Evans JE

1. Minutes from Previous Meeting

Proposed JL

Seconded PS

2. Actions From Previous Meeting*Note - numbers not sequential, completed action numbers removed from table*

Action No	Date arose	Subject	Action Required	Action Taken/agreed at meeting	Person responsible	RAG status
2.5	17/03/21	Spare keys	To write to MC to find out where the WR keys are and why there is one set short	completed DF has given RJ the spare keys and has kept the WR	RJ	Completed remove from plan
2.8	17/03/21	Security fence and rubbish removal WR	Obtain quotes for fence and rubbish removal	DF to get quotes – review next meeting	DF	carry forward
2.20	19/05/21	Large metal container	To wait for WR member to get back to DF	Obtained cost – waiting for more information from member- review next meeting	DF	action in progress
2.30	15/09/21	planting hedging tree saplings at WR	DF, SW & RJ to look again and make a decision	review next meeting	DF, SW and RJ	action in progress
2.34	15/09/21	Investment account	To apply for an account with Shawbrook Bank	Account has been opened with Redwood Bank – just waiting for money to be transferred	RJ and PDS	action in progress
2.39	18/10/21	Tree for queensgreencanopy project	Field stewards to identify location on their fields	Review next meeting	DF, JL and RJ	Action in progress
2.42	18/10/21	Leaving member's plot	To assess plot when member leaves	Information in field reports (7.1)	JL	Action in progress
2.43	18/10/21	Facebook Group	Investigate how the Society Facebook Group can be set up independently.	Review next meeting – discussion recorded in 10.2.3)	SW	Action in progress
2.44	15/11/21	Spare lock for HR	JL to be provided with a spare lock for the HR front gate	Key has been provided	RJ	Completed remove from plan
2.45	15/11/21	Key Price	Revision of price of replacement field key for members	Members to be informed when notification letter sent out for AGM in December key/replacement key will now be £10	RJ & PDS	Action in progress
2.46	15/11/21	Communal	Find out if society	It appears that the Society	SW	Action in

		composting facility	can have communal composting on fields	may be able to have communal composting area – waiting for more information from North Northamptonshire Council		progress
2.47	15/11/21	Letter from member re GDPR	Letter to be sent to member	Reply to be sent to member	RJ	Action completed

2.5 Discussion record (Spare Keys)

Previous action dated 15/11/21- RJ to write to MC to find out where the Washbrook Rd Keys are and the outstanding set.

DF has given RJ the spare set and has kept the WR keys

Agreed Action 13/12/21- completed to be removed from plan

2.8 Discussion record (Fencing and Rubbish on WR fence line)

Previous action dated 15/11/21- review next meeting

Agreed Action 13/12/21- review next meeting

2.20 Discussion record (Metal container for field use)

Previous action dated 15/11/21- review next meeting

Agreed Action 13/12/21 - review next meeting

2.30 Discussion record (Time for hedging tree saplings to grow)

Previous action dated 15/11/21 – to look at the WR field again with DF

Agreed Action 13/12/21- review next meeting

2.34 Discussion record (Investment account)

Previous action dated 15/11/21- RJ and PDS to apply for an account with Redwood Bank

Account has been opened – some problems in getting money from Triodos account due to change of address. A system has put in place with HSBC to allow PDS to transfer the money.

Agreed Action 13/12/21- to update at next meeting

2.39 Discussion record (Queensgreencanopy)

Previous action dated 15/11/21- review next meeting

JL has identified the area on the HR site

Agreed Action 13/12/21- review next meeting

2.42 letter to leaving member

Previous action dated 15/11/21- to wait and see what is left on the plot 18/10/21

Photographs have been distributed to committee members by JL

Agreed Action 13/12/21- to discuss in field reports (7.1)

2.43 Facebook Group

Previous action dated 15/11/21-review next meeting

SW has sent out a communication

Agreed Action 13/12/21- to discuss later in meeting (10.2.3)

2.44 Spare lock for HR front gate

Previous action dated 15/11/21 – RJ to provide JL with a new spare lock

Spare has been provided

Agreed Action 13/12/21- completed remove from plan

2.45 price of replacement field key for members

Previous action dated 15/11/21-members to be provided with information of new price when are sent the AGM documents

DF concerned that some members may get a spare cut themselves if we charge £10 and these keys can cause damage to the padlocks/not work very well as new keys should be cut from the master key. Possibly £10 for new members and then if self-cutting of keys causes a problem, committee will have to review.

Agreed Action 13/12/21-information to be sent to members with AGM information

2.46 Communal composting facility of fields

Previous action dated 15/11/21-SW to investigate Council's current rules on communal composting facilities

SW spoke to Rushden Town Council (RTC) after being referred to them by North Northamptonshire Council (NNC) and then had to go back to NNC. It seems that it may be possible for the Society to have communal composting facilities – waiting for more information – will have to keep away from residential areas because of the risk of rat infestation. DF- expressed concern about who is going to look after the composting area and also about how to regulate what items are put on the heap. DF- talked about an

interesting device known as a 15 minute composter which was mentioned on the Society's Facebook group. The manufacturers claim that the composter only needs to be plugged in for 15 minutes and then within 3 days compost is fully produced.

Agreed Action 13/12/21- carry forward to next meeting

2.47 Reply to member letter re GDPR

Previous action dated 15/11/21-RJ to send reply

Letter has been sent

Agreed Action 13/12/21- completed remove from plan

3. Secretary's Report and Correspondence

3.1 Permission Requests

Permission agreed letters from meeting 18/10/21 have all been sent

Item No	Date	Field	Details of Request	Outcome
1	21/11/21	WR	Greenhouse Hexagonal in shape, 2m and shed 6x 4 ft	agreed
2	26/11/21	WR	Greenhouse	agreed

3.2 Correspondence

Item No	Date	Field	Details of Correspondence
3.2.1		HR	Photographs of plot sent to Committee Members by JL

3.2.1 – to be discussed in field reports (7.1)

3.4 Other Items

none

4.0 Member's Secretary Report – new members and leavers

There are no new members or leavers this month

4.1 Vacant plots and number of applicants needed

There are no vacant plots reported by field stewards this month.

4.2 Waiting lists

Number on list (as of 12/11/21)	Date of longest on list
96	October 2020

5.0 Warning letters

Field	Polite letter sent	Outcome	1 st letter sent	Outcome	2 nd letter sent	Outcome
HR			Sent July	Remove from list		
HR			Sent July	Remove from list		
WR	Modified sent July		Sent October	Review at next meeting		
WR	Sent in September	To monitor		Review at next meeting		
HR			Sent in September	Review next meeting- to let member know that the plot needs to be dug being using a rotavator		
BR		RJ has already spoken to member – if no improvement will send 1 st letter	Sent in September	To be removed		
WR	Sent in October	Wait for DF to provide update		Review next meeting		

6.0 Treasurer's Report (Appendix 1)

INCOME:

Store sales added:

GR £133.40

WR £ 0

BR £ 11.40

HR £ 40.50

EXPENDITURE:

No significant spend.

Latest Bank Account Balances:

HSBC Community Account £649.64 (as per Treasurers Report)

Investment Accounts: Breakdown

HSBC Business Money £ 3,502.15

Barclays Premium Account £ 18,908.64

Triodos Account £ 63,702.68

United Bank £ 81,295.58

Total in Investment a/c £167,427.05 (as per Treasurers Report)

Investment account (2.34)

See action plan

7.0 Field Reports

7.1 Highfield Road

Nothing heard from member– JL to make contact.

Another plot-will need a skip to take all of the rubbish away. JL has distributed photographs. There is a hole in the plot which will take a lot of filling. There is a greenhouse, a duck coup, poly tunnel, step ladders, petrol mower and a good quality aviary amongst other items. JL concerned that other members may take away some of the items before he can sell them once the member informs him that they are leaving their plot. Society needs notification in writing that that the member has left the plot and that they give permission for the items left to be sold. RJ will send an email to the member once the date they will vacate the plot has been confirmed and if no response within 24 hours, RJ to visit their address, ask for the return of the key and request that they sign a letter to provide permission for the society to sell the items left on the plot.

7.2 Washbrook Road

Member has not yet returned key – DF to follow up

Member will probably vacate plot or some of their large plot on rent day

7.3 Bedford Road

Nothing to report

7.4 Grafton Road /Small Holding

Nothing to report

8.0 Store

Few broad bean plants have been sold. To re-open on 22 January and then the first and third Saturday in February (subject to any Government regulations re Covid-19)

9.0 Health and Safety

Nothing to report

10.0

10.1 items put forwards prior to the meeting

None

10.2 items put forwards during the meeting

10.2.1

Book written by Society member - John Broadbent (deceased), previous member with plot on WR, had written his autobiography which has now been printed, RJ has a copy. The book costs £10. There is also a tribute to him on Face Book. He helped set up an organic farm in Milton Keynes.

10.2.2

AGM – would have normally sent the information out first week in December, but RJ has delayed in case there was a Government announcement related to Covid-19 and public meetings. Notification letter posted to members today, those on email will be tomorrow. The meeting may have to be changed if the Government announces that it will have to restrict public meetings. There may be a requirement to have a 'Covid-19 vaccination passport' in order to attend indoor meetings – there is some concern about how the Society will process the vaccination passports; RJ will be looking for details.

10.2.3

Facebook group for Society – It would be easy to set up a new group and state it is the 'Official Rushden Allotment Facebook group'. Concerns were expressed that if a new group is set up that will mean there are two groups. If we keep the current group, there are two options 1-to remove the current moderators and replace with current committee members, 2-refresh the current page retaining the current moderators. RJ- feels that there should be more activity and that the group would be used more with encouragement. DF-117 active members, RJ-100 actual members. DF-doesn't want to be instrumental in changing the Facebook group. RJ-the Facebook group should be part of the Society's assets. SW-asked if the member who 'owns' the group would allow one of the current committee to have administration access who could then take over the Facebook group. JL- wanted to know if this member could make the decision to close the current group. SW-confirmed that the member could, but the current moderators cannot close the group. SW proposed that his wife could take over the running of the 'Official Rushden Allotment Facebook group' and all of the committee members then become the moderators, however this may be contentious and better left after the AGM.

10.2.4Committee membership –

DF asked what does the Rule Book say about Field Stewards automatically becoming Committee Members. Asked if it could be proposed at the AGM.

RJ stated there was no mention in the Rule Book regarding Field Stewards. Changes to the Rule Book have to go through an SGM and have it ratified by the FCA.

A discussion took place on the subject. It was felt that it is preferred that Field Stewards are Committee member, but it should remain optional.

Meeting Closed at 9.07pm

11.0 Dates of next Committee Meeting

Masonic Hall (in the bar) Monday 17 January 2022 7.30PM

Significant dates

AGM notification to be sent to members on 14 December 2021

AGM Tuesday 15 February 2022 Masonic Hall – email notification to be sent to members on 14 December 2021, written information has been posted today 13 December.

Rent Due by Date Saturday 19 March 2022

New Actions from this meeting		
Subject	Action Required	Person Responsible
(7.1)	To be contacted as nothing heard from member	JL
(7.2)	To contact and request return of field key	DF

Signed _____

Counter signed _____

Date _____

Appendix 1 - Treasurer's report

Rushden Permanent Allotment and Small Holdings Society Limited					
Income and Expenditure Account					
Expenditure			Income		
Anglian Water	258.86		Annual Rents	26.50	
		117.91	New Rents	-	
BR		-	Floats for stores and rent day		
GR		140.95	Stores Sales	208.30	
HR		-			11.40
WR		-			156.40
Hay		-			40.50
Printing, Stationary and Postage	13.85				-
Asbestos Removal	-				
Stores Purchases	10.00		Ploughing, rotavating, topping	20.00	
Field Hours £	-		Rent card / website sponsorship	-	
BR		-	Donations from members	-	
GR		-	Machinery/accessory sales	-	
HR		-	Replacement/Additional key	6.00	
WR		-	Sales of pre-loved & ex stock	-	
Field Machinery (Fuel)	-		Seed Orders	-	
BR		-	Brittons Potatoes	-	
GR		-	Misc Income	-	
HR		-	Transfers from deposit accounts	-	
WR		-	Assoc. Mems	-	
Official documents, etc	-		P in the P - Rushden Council	-	
Tractor Fuel	-		Wayleave Consent - WPower	-	
Locks and Keys	36.80		Socials	-	
BR		-	Water Licence	-	
GR		-			
HR		36.80			
WR		-			
Field / Property Maintenance	54.00				
BR		54.00			
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	-				
EDF	7.18				
Officer (Sec/Tres) payments	109.15				
Tax - HMRC Corp. & FCA	35.00				
Key and share returns / refunds	-				
Grafton Rd - refreshments	-				
CCTV - Sim Cards	-				
Payment to Kings Seeds (orders)	-				
Britton's Potatoes	-				
Good gardening rewards	-				
Bank charges	-				
Transfer To Deposit	-				
Misc Exp	-				
CCTV Installation	-				
	524.84			260.80	
Income over Expenditure	-	264.04			
		260.80			
Balance as at 12/12/21					
Income and Expenditure Account at 31/10/22			Cash with Cashier		
HSBC Current Account R/F	913.68		HSBC Current Account C/F	649.64	
Cash	-		Cash	-	
Floats	90.00		Floats	90.00	
Income over Expenditure	-	264.04			
		£739.64			£739.64
			Investment Accounts:	£167,427.05	